

STAFF NAME _____ **INITIAL DATE OF HIRE:** _____

REQUIRED NEW STAFF APPLICATION DOCUMENTS

- COMPLETED STAFF APPLICATION
- XEROX COPY OF DRIVER'S LICENSE
- DISCLOSURE STATEMENT- WITNESSED & DATED
- PA STATE POLICE CRIMINAL RECORD CHECK
- PA CHILD ABUSE HISTORY CERTIFICATION
- FBI/FINGERPRINT DOCUMENTATION-TWO STEP PROCESS
 1. REGISTER ONLINE WWW.BUCKSIU.ORG CLICK WWW.PA.COAGENTID.COM
YOU ARE REGISTERING FOR A CHECK THROUGH THE DEPARTMENT OF PUBLIC WELFARE (DPW)
 2. PRINT OUT YOUR REG FORM, YOU NEED IT WHEN YOU GO IN
 3. GO TO <http://www.bucksiu.org/fingerprinting> OR CALL THE BUCKS COUNTY INTERMEDIATE UNIT (215-348-2940 X 1402) TO SET UP AN APPOINTMENT FOR FINGERPRINTING
 4. ONCE THE FBI CLEARANCE HAS BEEN MAILED TO YOU, BRING THE ORIGINAL IN TO WINDMILL
- HEALTH APPRAISAL SHEET (YOU WILL NEED A PHYSICAL EVERY 2 YEARS)
- TB SHOT (MANTOUX ONLY) REQUIRED- ONCE ONLY UPON INITIAL EMPLOYMENT AT WDS/WDC
- VERIFICATION OF EMPLOYMENT(S) IN CHILD CARE

- XEROX COPY OF TEACHING CERTIFICATION (IF APPLICABLE)
- XEROX COPY OF COLLEGE TRANSCRIPT TO DATE
- XEROX COPY OF HIGH SCHOOL DIPLOMA
- TWO LETTERS OF RECOMMENDATION (MUST INCLUDE NAME, ADDRESS AND PHONE NUMBER)
- XEROX COPY OF FIRST AID-MUST BE UPDATED EVERY YEAR
- FIRE SAFETY TRAINING
- MANDATED REPORTING (go to: https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=_2_1)
- XEROX COPY OF CPR/AED CERTIFICATION (INFANT, CHILD AND ADULT) - UPDATED ANNUALLY
- XEROX COPY OF LIFEGUARD CERTIFICATION - UPDATED EVERY TWO YEARS
- CIVIL RIGHTS COMPLIANCE FORM - SIGNED & DATED
- COMPLETED COMPUTER PAYROLL LEDGER SHEET
- COMPLETED W-4 FORM
- COMPLETED PAYCHEX CERTIFICATE OF RESIDENCY FORM
- COMPLETED DIRECT DEPOSIT FORM-VOIDED ACCOUNT CHECK
- STAFF TRAINING/MEETING SCHEDULE (YOURS TO KEEP! ALL MTGS ARE MANDATORY)