

STAFF NAME: _____ INITIAL DATE OF HIRE: _____

PAPERWORK FOR ALL RETURNING STAFF

- UPDATED STAFF APPLICATION (EVERY YEAR!)
- HEALTH APPRAISAL SHEET (YOU NEED A PHYSICAL EVERY 2 YEARS)
- FINGERPRINTING AND CRIMINAL ABUSE CLEARANCES (ONLY IF YOU HAVE OBTAINED NEW ONES)
- VERIFICATION OF EMPLOYMENT (ONLY IF YOU HAVE WORKED WITH CHILDREN SINCE LAST SUMMER!)
- DISCLOSURE STATEMENT/ APPLICATION FOR PROVISIONAL EMPLOYMENT- SIGN & DATE
- PAYROLL LEDGER SHEET (ONLY IF YOUR PERSONAL INFO HAS CHANGED)
- DIRECT DEPOSIT FORM
- 2017 W-4
- CIVIL RIGHTS AWARENESS FORM- SIGN & DATE
- COPY OF DRIVER'S LICENSE (IF YOU GOT A NEW ONE!)