

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 BY GOING TO WWW.IDENTOGO.COM , CLICK FINGERPRINTING IN PENNSYLVANIA.
 2. YOU WILL NEED TO ENTER THE 'SERVICE CODE' WHEN REGISTERING. THE CODE IS: **1KG738**
 3. SCHEDULE AN APPOINTMENT. ENTER YOUR INFO, THEN WINDMILL INFO:

WINDMILL DAY CAMP 36 N CHAPMAN ROAD DOYLESTOWN, PA 18901

ENTER YOUR CITIZENSHIP INFO, PERSONAL INFO, CLICK FORM OF ID YOU PLAN TO BRING TO APPOINTMENT. COMPLETE PROCESS BY SETTING UP APPOINTMENT DAY, TIME AND LOCATION. WDC WILL REIMBURSE ALL CLEARANCES ONCE YOU TURN THEM IN TO US.
 4. ONCE THE FBI CLEARANCE HAS BEEN MAILED TO YOU, BRING THE ORIGINAL IN TO WINDMILL FOR REIMBURSEMENT OF COST.
- NSOR (NATIONAL SEX OFFENDER REGISTRY) CERTIFICATION
- MANDATED REPORTER TRAINING GO TO WWW.REPORTABUSEPA.PITT.EDU, PRINT OR EMAIL CERTIFICATE
- HEALTH APPRAISAL SHEET (YOU WILL NEED A PHYSICAL EVERY 2 YEARS)
- TB SHOT (MANTOUX ONLY) REQUIRED- ONCE ONLY UPON INITIAL EMPLOYMENT AT WDS/WDC
- XEROX COPY OF HIGH SCHOOL DIPLOMA
- XEROX COPY OF COLLEGE TRANSCRIPT TO DATE
- XEROX OF COLLEGE DEGREE/TEACHING CERTIFICATION (IF APPLICABLE)
- VERIFICATION OF EMPLOYMENT(S) IN CHILD CARE

- TWO LETTERS OF RECOMMENDATION (MUST INCLUDE NAME, ADDRESS AND PHONE NUMBER)

- XEROX COPY OF FIRST AID-MUST BE UPDATED EVERY YEAR
- XEROX COPY OF CPR/AED CERTIFICATION (INFANT, CHILD & ADULT) - UPDATED ANNUALLY AT WDC
- HEALTH AND SAFETY 10 HOUR TRAINING
- EMERGENCY PLAN TRAINING AT WDC
- FIRE SAFETY TRAINING AT WDC
- WATER SAFETY INSTRUCTION OR 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 / OR BANK LETTER