

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
  
- 2022 W-4
  
- CIVIL RIGHTS AWARENESS FORM- SIGN & DATE
  
- COPY OF DRIVER'S LICENSE (IF YOU GOT A NEW ONE!)