

STAFF NAME _____

INITIAL DATE OF HIRE _____

REQUIRED NEW STAFF APPLICATION DOCUMENTS

- COMPLETED STAFF APPLICATION
- COPY OF DRIVER'S LICENSE
- DISCLOSURE STATEMENT- WITNESSED & DATED

CLEARANCES:

- PA STATE POLICE CRIMINAL RECORD CHECK
- PA CHILD ABUSE HISTORY CERTIFICATION
- FBI/FINGERPRINT DOCUMENTATION - TWO STEP PROCESS
 1. REGISTER ONLINE @ WWW.IDENTOGO.COM , CLICK FINGERPRINTING IN PENNSYLVANIA.
 2. 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
 4. 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.
(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:

- HEALTH APPRAISAL SHEET (YOU WILL NEED A PHYSICAL EVERY 2 YEARS)
- TB SHOT (MANTOUX ONLY) REQUIRED- ONCE ONLY UPON INITIAL EMPLOYMENT AT WDS/WDC

EDUCATION:

- COPY OF HIGH SCHOOL DIPLOMA
- COPY OF COLLEGE TRANSCRIPT TO DATE
- OF COLLEGE DEGREE/TEACHING CERTIFICATION (IF APPLICABLE)

VERIFICATION OF EMPLOYMENT(S) IN CHILD CARE

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

TRAININGS:

- COPY OF FIRST AID-MUST BE UPDATED EVERY YEAR
- COPY OF CPR/AED CERTIFICATION (INFANT, CHILD AND ADULT) - UPDATED ANNUALLY AT WDC
- EMERGENCY PLAN TRAINING AT WDC
- FIRE SAFETY TRAINING AT WDC
- WATER SAFETY INSTRUCTION OR COPY OF LIFEGUARD CERTIFICATION - UPDATED EVERY 2 YEARS
- OTHER:** CIVIL RIGHTS COMPLIANCE FORM - SIGNED & DATED

PAYROLL INFO:

- 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