

STAFF NAME: _____ INITIAL DATE OF HIRE: _____

2023 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 (RE-DO EVERY 5 YEARS OR COPIES 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 (BE SURE IT'S THE CURRENT ONE THAT IS GOOD TILL 10/23 AND ONLY IF YOUR BANKING INFO/ACCOUNT HAS CHANGED)
- 2023 W-4
- CIVIL RIGHTS AWARENESS FORM- SIGN & DATE (EVERY YEAR!)
- COPY OF DRIVER'S LICENSE (IF YOU GOT A NEW ONE!)