



ARCHDIOCESE OF BALTIMORE

School Employee Personnel File Checklist

Employee Name:	
Position:	
Date of Hire:	
Interviewed by:	

Employment Documentation

- Employee Personnel File Checklist
- AOB Application for School Employment
- Professional References (3)*
- Maryland Certification Level: Expiration:
- Resume
- Transcripts
- Notes From Interview
- Job Description
- W4 Federal Tax Withholding Form
- MW 507 State Tax Withholding Form
- Offer letter, Contract, MOU
- Personnel Action Form (PAF)
- Termination PAF
- Separation Summaries
- Resignation Letter
- I-9 Employment Eligibility Verification Form
Must be completed within the first three (3) days of employment. These forms should be filed separately from the personnel file, e.g. in a binder.
- Receipt of Handbook Form (annually or whenever handbook is revised)

Screening & Child and Youth Protection Requirements

CJIS Fingerprint	<u>Fingerprinted</u> Date	<u>State Results</u> Date	<u>Federal Results</u> Date
Negative results must be reviewed with the Department of Human Resources 410.547.5432			Date:
Consulted with :			

Documentation of completion of Archdiocese Child and Youth Protection Policy and Procedural Requirements as defined in the Statement of Policy for the Protection of Children & Youth.

Printed Virtus Summary View Page.

CPS Background Clearance Request Form : date mailed

All of the above verified by:

Name: _____

Position: _____

Signature: _____

Date: _____