

HEAD START APPLICATION / EMPLOYMENT FLOW SHEET

APPLICANT'S NAME: \_\_\_\_\_

D.O.B.: \_\_\_\_\_ SS#: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE OF APPLICATION: \_\_\_\_\_ DATE OF EMPLOYMENT: \_\_\_\_\_

DATE COMPLETED:

1. DECLARATION OF CRIMINAL ARREST AND CHARGES: \_\_\_\_\_

2. CRIMINAL RECORD CHECK (WRITTEN OR BY PHONE): \_\_\_\_\_

3. POLICY COUNCIL APPROVAL DATE: \_\_\_\_\_

4. NEW EMPLOYEE ORIENTATION (including exposure control training): \_\_\_\_\_

THE FOLLOWING FORMS ARE TO BE COMPLETED PRIOR TO EMPLOYMENT (OR AT NEW EMPLOYEE ORIENTATION) AND ARE TO BECOME PART OF THE EMPLOYEE'S PERSONNEL RECORD:

\_\_\_\_ PHYSICAL EXAM (DATE: \_\_\_\_\_)

\_\_\_\_ T.B. SCREENING (DATE: \_\_\_\_\_)

\_\_\_\_ DRUG TEST (DATE: \_\_\_\_\_)

\_\_\_\_ COPY OF DRIVER'S LICENSE OR CDL TYPE \_\_\_\_\_ STATE \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

\_\_\_\_ PROOF OF LIABILITY INSURANCE (IF DRIVING)

\_\_\_\_ PAYROLL APPOINTMENT STATUS FORM OR CONTRACT

\_\_\_\_ W-4 OR W-9 TAX WITHOLDING FORM (FOR PAYROLL)

\_\_\_\_ COMPUTER ENTRY VERIFICATION (PAYROLL PRINTOUT)

\_\_\_\_ JOB DESCRIPTION SUMMARY (JOB TITLE: \_\_\_\_\_)

\_\_\_\_ SIGNATURE FORM TO INCLUDE ACR 4.02 POLICY

\_\_\_\_ VERIFICATION OF EDUCATION AND EMPLOYMENT HISTORY FORM

\_\_\_\_ COPY OF EDUCATIONAL CREDENTIAL (TYPE: \_\_\_\_\_)

IF CDA, ORIG DATE \_\_\_\_\_ RENEWAL DATE \_\_\_\_\_

\_\_\_\_ AUTHORIZATION OF DISCLOSURE

AT LEAST THREE REFERENCE QUESTIONAIRES:

_____	_____
_____	_____
_____	_____

IS EMPLOYEE FULL TIME OR PART TIME? \_\_\_\_\_

IS EMPLOYEE TEMPORARY OR PERMANENT? \_\_\_\_\_

ANNUAL PAY OR RATE PER HOUR: \_\_\_\_\_

DEPENDENTS:

<u>First Name</u>	<u>Last Name</u>	<u>Relationship</u>	<u>D.O.B.</u>	<u>M/F</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____