

EMPLOYEE PERSONNEL FILE CHECKLIST

Dear New or Current Employee:

Items checked are missing from your file. Please give detail or plans to secure the needed information:

_____ 1. EDUCATION

_____ Copy of transcript or diploma will be provided by employee OR

_____ Request from institution by mailing form to:

_____ 2. DOCUMENTATION OF SKIN TEST

Appointment date and time at local health department is _____

OR _____

NOTE: Skintest must be within the last 90 days.

_____ 3. PHYSICAL EXAM

Appointment is made at the National Health Rehab office in Chattanooga on _____ at _____

(Date)

(Time)

OR

Private physician _____ will complete

(Name)

form on _____ or copy of current physical from local school system

(Date)

is being secured.

NOTE: Paycheck will be held at the South Pittsburg office until physical exam is provided.

_____ 4. REFERENCES

Please provide additional information related to a reference address: _____

_____ 5. PROOF OF AUTOMOBILE INSURANCE

Proof of automobile insurance is needed for employees who drive personal vehicles to the job or training events that are arranged for and paid for by Head Start. Please copy a current proof of liability insurance form.

_____ 6. ADDITIONAL FORMS

Please sign the form(s) enclosed and mail back.

NOTE: All personnel records are in the South Pittsburg office. We appreciate your help in keeping us up to date. If you have any questions, please contact the office at (423)837-6724.