

Center for Social Change, Inc.

NEW HIRE CHECKLIST

New Hire Name: _____

Phone No. _____

Location: _____

Shift: _____

HR Related Documents

Blue Folder Math & Reading

Red Folder Emergency Contact Form

Yellow Folder Application

Job Offer Letter

Employment Agreement

Confidentiality Statement

Company Policy

Vehicle Policy

Receipt and Acknowledgment

Child Abuse & Neglect

Code of Ethics

Job Description

Green Folder Background Release Form

Pinkerton Release Form

Pinkerton Background Report

CPS Form – Child Care (Children's Homes)

FBI – Child Care (Children's Homes)

Privacy Disclosure Form

HS Diploma

References

Purple Folder I-9 Form & Supporting Documents

Orange Folder Physical

TB Test / X-Ray Results

Hepatitis B Vaccination Declination

Gray Folder W – 4

MW – 507

Paycheck Policy

Direct Deposit Documents

Manila Folder New Hire Flow Form

Media Release Form

E-Time Memo

Awake Overnight Memo

Outside Employment Memo

Safety Memo

ALU Memo

Training Related Documents

Training Agreement

CPR

First Aid

CMT

BPS

Seizure Disorder

Aging

OSHA

Emergency Preparedness(Children's Homes)

Child Abuse and Neglect(Children's Homes)

Suicide Risk and Prevention(Children's Homes)

Approved Forms of Disciplin(Children's Homes)

IP/BP Documents

IP/BP Training

Comments: