*Child Development Department*

*Employee Site File for an Instructional Aide or Child Sitter Positions*

Date Hired:

End Date:

Employee’s Legal Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Name (if different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Personnel Record Form LIC 501 or SCUSD Application

❑ Health Screening Form LIC 503

* Immunization Verification PSL-F273 or immunization records
* TB Clearance Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Child Abuse Reporting Form LIC 9108
* Criminal Record Statement Form LIC 508
* Employee Rights Form LIC 9052
* Transcripts (not required for Child Sitters)

*Items below the line are not required for Instructional Aides,*

*but indicate if the paperwork is present.*

* Health & Safety Training Certification
* CPR Certificate (copy of front & back) Expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* First Aide Certificate (copy of front & back) Expires:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Credential:

List Type: Expires:

* Permit:

List Type: Expires:

* Licensing Recordkeeping Component II Training – date