

ATTACHMENT E-4



BACKGROUND SCREENING & PERSONNEL FILE REQUIREMENTS

Place in employee file and attach all background screening documentation.
 Authority: sections 402.301- 402.319 and Chapter 435,
 Florida Statutes

Name of Employee: _____

Name of Facility: _____

*Social Security #: _____ Date of Birth: _____ Employment
 Date: _____

*The Department's license/registration application requires personnel to give their Social Security number for the purposes of background screening. Social security numbers are only used by the Department for identity verification.

Position Classification (check one)	Position Type (check all that apply)	Age Group Assigned (check one)	Education Level (check one)
Child Care Personnel Intermittent Volunteer Other Personnel	Owner Director Lead Teacher (must select age group) VPK Instructor Assistant Teacher Substitute	0 – 12 Months 1 Year 2 Years 3 Years 4 Years 4 Years VPK 5+ Years Mixed Not Applicable	No High School/GED High School Student High School/GED National Early Childhood Credential Birth Through Five Child Care Credential School-Age Child Care Credential Associates Degree Bachelor's Degree Master's Degree or Higher

SCREENING DOCUMENTATION

All child care personnel are required by law to be screened pursuant to Chapter 435,
 Florida Statutes, as a condition of employment and continued employment.

Initial Screen

Date Livescanned

Date completed

FINGERPRINT	<u>FDLE/ FBI</u>	<u>FDLE/ FBI</u>
Affidavit of Good Moral Character (due on or before employment, following a 90 day break, or when changing employers)		N/A

5 Year Re-screen

Date Livescanned

Date completed

FINGERPRINT		
FINGERPRINT		
FINGERPRINT		

OTHER REQUIREMENTS

Date Employment References Checked: _____

Names of References (attach additional documentation if necessary): _____

Leave of Absence Documentation from Employer (if applicable): _____