

**Broad Street Achievement Afterschool and Summer Programs  
Staff Candidate Information and File Checklist Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Cell \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

**Professional Character References Contacts:**

Provide names, addresses, and phone numbers of two professional contacts who can attest your employment or work with youth within the past five years or less.

1) Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Organization Reference Represents: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Phone Number \_\_\_\_\_

2) Name: \_\_\_\_\_ Relationship \_\_\_\_\_

Name of Organization Reference Represents: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Phone Number \_\_\_\_\_

**BELOW TO BE COMPLETED BY PROGRAM ADMINISTRATOR ONLY.**

File Item	Note	Orig. Date	Exp./Term Date	Renew Date	Renew Date
Job Description					
Resume					
OCCRRA PD Docs					
BCI Fingerprints					
FBI Fingerprints					
HR Onboarding Scheduled _____					
Work Offer/Agreement					
Statement of Non-Conviction					
Medical Statement					
Education Verification					
<input type="checkbox"/> High School Diploma					
<input type="checkbox"/> College Degree/Transcripts					
Employee Policy / Confidentiality Statement					
COVID-19 Training					
First Aid Training					
CPR Training					
Communicable Disease Training					
Child Abuse Training: #Hrs _____					
Workplace Child Safety/Protection Guidelines					
In-service Training Docs / Hours _____					
In-service Training Docs / Hours _____					
In-service Training Docs / Hours _____					
In-service Training Docs / Hours _____					
In-service Training Docs / Hours _____					