

Personnel Record Check Sheet R02-202 C

Employment application

Verification of education (transcript), training, job experience

Employment start date and ending date, if applicable

Disposal date (must maintain retain terminated files for 2 years)

Background check, if applicable

Orientation Verification Statement

Current job description

Annual performance review

Copy of current AAPS certification and when applicable other licenses or certification.

CEUs

Provides client transportation? Needs to be updated annually.

If yes copy of drivers license, driving record,