

Checklist for Complete Employee File

Name _____

District/Building _____

Position _____

Please use this checklist to determine if you have submitted the information needed for a complete employee file.

_____ Employee Information

_____ Current Resume

_____ Completed I-9 Form

_____ Copy of valid Ohio License(s) **or** Permit(s) Educator ID# _____

_____ Certified copy of your Ohio (BCII) and FBI Background Checks (refer to www.acesc.k12.oh.us for instructions)

_____ Official transcripts for all college coursework. Request that transcripts be mailed directly to the ACESC from the university or college.

_____ Verification of previous employment.

_____ If you have military service, you will need to provide a copy of your DD214 form.

Certified Only:

_____ IPDP (Individual Professional Development Plan) (refer to www.acesc.k12.oh.us for handbook and sample form)

_____ Safety and Violence Prevention Course (www.acesc.k12.oh.us)

FOR OFFICE USE ONLY:

_____ ACESC Forms

Board Approval Date _____ List Date _____

Date of Background Check _____