

## Employee File Checklist - Georgia Locations

### Employee File Checklist Georgia Locations

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#### Employment Application:

- ☐ Page 1, 2 and 3
- ☐ 10-Year Work History
- ☐ Employee Agreement
- ☐ Employee Acknowledgment & Arbitration Forms Signed
- ☐ Employee Handbook Signed
- ☐ Staff Orientation Form
- ☐ I-9 Eligibility Verification Form
- ☐ Teacher Credentials

#### Criminal Record Screening:

- ☐ Satisfactory Comprehensive Background Check in KOALA

#### Payroll:

- ☐ Payroll Leasing Master File Copies  
or
- ☐ DP Payroll Master File Copies
- ☐ W-2 Federal Tax Form
- ☐ G-4 GA Tax Form

#### Management:

- ☐ Director's Credential/CDA
- ☐ Satisfactory Comprehensive Background Check letter from BFTS
- ☐ Driver Certification
- ☐ Motor Vehicle Report, 3 years
- ☐ DOT Physical Card
- ☐ Drug Screen
- ☐ Copy CDL
- ☐ \_\_\_\_\_

#### Training:

- ☐ 10-hour New Hire Training (BFTS)
- ☐ CPR/First Aid
- ☐ Fire Safety

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