



**DIOCESE**  
OF ST. PETERSBURG

# Personnel Systems Review

*(Personnel file content)*

Entity Name: \_\_\_\_\_

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

Name			
Application form			
Offer of employment / Contract			
Resume			
Job description (kept in separate location)			
I-9 w/copy supporting documentation			
W-4			
Status Change Forms			
Health Ins. Enrollment Card (copy)			
Pension Enrollment Card (copy)			
Annual Pay / Benefits statement			
Employee Handbook Acknowledgement			
Annual evaluations			
Level II Background Screening Check			
Safe Environment Training Acknowledgement			
Driving Record Check if applicable			

Reviewer: \_\_\_\_\_

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