

**Personnel File Verification**  
**Support Staff**  
**Updated January 5, 2010**

**Employee Name:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Position:** \_\_\_\_\_

<b>Item</b>	<b>Yes</b>	<b>Need</b>	<b>N/A</b>
Acceptable Use Acknowledgement			
Application			
Attendance			
Background Screening Report			
Bloodborne Pathogens Training Verification			
End of the Year Evaluation(s)			
Evidence of Job Related Training			
Harassment Training Verification			
Job Description			
Letter of Employment			
Reference 1 (Professional)			
Reference 2 (Professional)			
Reference 3 (Professional)			
Reference 4 (Pastor) Optional			
Safe Environment Training Verification			
Pension Report			
Other			

OCSC Signature \_\_\_\_\_

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

PLEASE provide a temporary file at the front of each personnel file with these items in this order to expedite the OCSC review. You may return the items to their previous place within the file once the contents of the files have been validated. Thank you.