Personnel File Verification
Updated January 5, 2010

Employee Name: _____

Position: _____

Item	Yes	Need	N/A
Acceptable Use Acknowledgement			
Agreement			
Application			
Attendance			
Background Screening Report			
Bloodborne Pathogens Training Verification			
Catechist Certification Completion			
Classroom Observations According to Diocesan Procedure			
Certificate			
End of the Year Evaluation(s)			
Ethics for Professionals Verification			
Evidence of Continuing Professional Development			
Grandfather Verification			
Harassment Training Verification			
Job Description			
Letter of Qualification			
Limited Teaching Endorsement			
Pension Report			
Reference 1 (Professional)			
Reference 2 (Professional)			
Reference 3 (Professional)			
Reference 4 (Pastor)			
Safe Environment Training Verification			
Transcript – BA			
Transcript – MA			
Transcript – Other			
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.