

NAME \_\_\_\_\_ POSITION \_\_\_\_\_

**Doña Ana County Head Start  
ON-SITE STAFF RECORDS**

**CHECKLIST for Contents of Staff Files**

- DACHS Employment information form indicating name, address, phone, position, verification of required degrees or certificates and emergency contacts (should be placed on the left side of the staff file);**
- Work Schedule or “facility”  
(copy in central office)**
- Verifications**  
**Initial below when verified (central office complete)**  
\_\_\_\_\_/\_\_\_\_\_ **Verification of past 3 years work history**  
\_\_\_\_\_/\_\_\_\_\_ **Reference Check (3)**
- DACHS Declaration Form on Child Abuse**
- TB Screening:**
- Copy of current First Aid CPR Certificate  
(if applicable)**
- Criminal Records Check**
- Job description**
- Defensive Driving Certification**
- Affidavit of Confidentiality**
- Code of Ethics Agreement**
- Employee Personnel Handbook  
Acknowledgement**
- Universal Precaution  
Acknowledgement (BBP/ECP)**
- Guidance and Discipline Policy  
Acknowledgement**
- Acknowledgement of Review of  
Emergency Plans**
- Training log in their file on-site**
- Professional Evaluations  
(copy in central office)**
- Professional Development Plan/Staff Needs  
Assessment**
- Valid Driver’s License  
(copy in central office)**
- Proof of Auto Insurance  
(copy in central office)**
- Employee’s Application**
- Hiring Conformation Sheet from HR**

**This staff record must be available for review by State of New Mexico Child Care Licensing surveyors. SUBSTITUTE classroom personnel staff records must include the same information as a regular DACHS/NMSU center employee if in classroom 6 hours or more and have direct contact with children.**

**NOTE: Center Lead Teacher is responsible for maintaining On-Site Staff Files on direct service staff and TB records for volunteers and subs.**