

# Office of Lay Personnel

## Human Resources Records Retention Document Checklist – Personnel Files

Employee Name \_\_\_\_\_ School Site \_\_\_\_\_ Reviewer's Name \_\_\_\_\_ Date Reviewed \_\_\_\_\_

Personnel File Review:

Required Documents	Yes	No	N/A	Comments
Signed Pre-Application Statement and signed Applicant Questionnaire				
Signed and completed Employment Application (PT80) or Catholic Schools Department Employment (CSD) Application Form; Resumes and references if provided				
Notice of Wage Rate (Non-exempt employees only)				
Pre-employment background check (place approval email in file) – if not required by position select N/A				
Valid CA State Teaching Credential				Expiration Date: _____
TB Test Clearance				Expiration Date: _____
Live Scan (place approval email in file) – if not required by the position select N/A				Dates Received: DOJ _____ FBI _____
Shield the Vulnerable Training				Expiration Date: _____
Personnel Transaction: Employment Form (PT100) completed				
Form I-9 (kept in separate folder )				
W4 Tax Form/State Tax Forms				
Work Permit (for employees under 18 years old)				
Employee signed the following acknowledgment forms: 1. Acknowledgement of Receipt of Handbook (pages 37 & 38) 2. Acknowledgement of Diocesan Policies as Religious Employer (page 39) 3. Antidiscrimination/Anti-harassment Policy Acknowledgement (page 40) 4. Electronic Communications Policy Acknowledgement (page 41) 5. Agreement Regarding Arbitration of Disputes (page 45)	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	
Signed Job Description for current position				
Performance Evaluations				
Personnel Transaction: Separation/Change (PT200 for any changes, i.e. rate of pay, address, name, etc.)				
PT120 – Employee Emergency Information (file separately)				

