Archdiocese of Baltimore
Employee Personnel File Checklist

Employee Name	
Position	
Date of Hire	
Interviewed By	

Pre-Employment Documents must be completed prior to the first day of employment.

Archdiocese of Baltimore (AOB) Employment Application	**Status**
☐ Application MUST be completed, in full detail, reviewed and signed by candidate and employer, prior to or on the day of interview.	☐ Date Completed:_____
☐ If Applicant answers "yes" to question "Have you ever been charged with, accused of, and convicted of child abuse," the Responsible Administrator MUST contact the Archdiocesan Office of Child and Youth Protection before proceeding any further with the hiring process.	☐ Date Completed:_____ ☐ Does Not Apply
☐ If Applicant answers "yes" to the question "Have you ever had your volunteer services or employment terminated by any parish, school, or institution," the Responsible Administrator MUST contact the Archdiocesan Office of Child and Youth Protection before proceeding any further with the hiring process.	☐ Date Completed:_____ ☐ Does Not Apply
☐ Professional Reference #1Name_____	☐ Date Completed:_____
☐ Professional Reference #2 Name_____	☐ Date Completed:_____
☐ Professional Reference #3Name_____	☐ Date Completed:_____
☐ If Applicant has worked or is working for Archdiocese of Baltimore locations, a reference must be obtained from each location where s/he has ever worked. ☐ Employment Reference(s) for AOB Experience* Name(s)_____	☐ Date Completed:_____ ☐ Does Not Apply
☐ Additional AOB Reference(s) Name(s)_____	☐ Date Completed:_____ ☐ Does Not Apply

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Background Checks	Status
☐ CJIS Fingerprint Check	☐ Date Fingerprinted: _____ ☐ Date State Results Received: _____ ☐ Federal Results Received:_____ ☐ If the State and/or Federal results list a charge of any kind, the Responsible Administrator MUST contact the Archdiocesan Office of Human Resources before proceeding any further with the hiring process ☐ Date Completed: _____ ☐ Does Not Apply
☐ Online Criminal History Screening Submitted in VIRTUS Database and Indicated "Eligible"	☐ Date Submitted: _____ ☐ Date marked "Eligible" _____
☐ CPS Background Check	☐ Date Form Completed _____ ☐ Date Mailed to local DSS: _____ ☐ Date Received back from DSS:_____
☐ MSDE Certification Verification for School Personnel	☐ Date Submitted _____ ☐ Date Results Received _____ ☐ Does Not Apply
☐ Driving Record Check Consent Form *if employment duties include driving*	☐ Date Submitted to Virtus_____ ☐ Does Not Apply

Employment Documents to be completed within the first five (5) days of employment.

Employment Documents	**Status**
☐ Review *A Statement of Policy for the Protection of Children & Youth* and the *Code of Conduct for Church Personnel of the Archdiocese of Baltimore* Form	☐ Date Completed: _____
☐ *Protecting God's Children* Training Module	☐ Date Completed: _____
☐ Sexual Harassment Training Module	☐ Date Completed: _____
☐ W4 Federal Tax Withholding Form	☐ Date Completed: _____
☐ MW 507 State Tax Withholding Form	☐ Date Completed: _____

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Additional documentation that should be filed in the employee personnel file:

☐ Offer/Employment Summary letter for positions OTHER THAN School principal, assistant principal, or teacher	☐ Date Completed: _____ ☐ Does Not Apply
☐ Contract for positions of School principal, assistant principal, or teacher	☐ Date Completed: _____ ☐ Does Not Apply
☐ Job Description	☐ Date Completed: _____
☐ Personnel Action Form	☐ Date Completed: _____
☐ Resume	☐ Date Completed: _____
☐ Transcripts (if position requires a bachelor's or master's degree)	☐ Date Completed: _____ ☐ Does Not Apply
☐ Professional Certifications: ☐ Expiration Date:_____	☐ Date Completed: _____ ☐ Does Not Apply
☐ State Teaching Certification: ☐ Expiration Date:_____	☐ Date Completed: _____ ☐ Does Not Apply
☐ Acknowledgement of Receipt of Parish/School Handbook	☐ Date Completed: _____
☐ Wage / Salary Authorization (annually at start of each fiscal year, for non-contractual positions)	☐ Date Completed: _____
☐ Summative Evaluations (Teacher)	☐ Dates Completed: _____ _____ _____
☐ Disciplinary Documentation (e.g. Letter or Counsel, Formal Warning, PIP)	☐ Date(s) Completed: _____
☐ Termination PAF	☐ Date Completed: _____
☐ Separation Summary (created by AOB HR for involuntary terminations)	☐ Date Completed: _____
☐ Resignation / Retirement Letter	☐ Date Completed: _____

Maintenance of other employment documents and records outside the employment personnel file:

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I-9 Employment Eligibility Verification Form must be completed within the first three (3) days of employment. *These forms should be filed separately from the personnel file*, e.g. in a binder with the completed I-9 forms of all other employees.

Health related information such as, Doctor Certificates re: medical leaves or return to work releases; Family Medical Leave, Short and Long Term Disability documentation, health and life insurance applications *should be maintained in a separate file for each employee.*

Wage Garnishments should be maintained with confidential payroll records. *Copies should not be placed in the employee's personnel file.*

Personnel File Checklist Form Preparer:

Name: _____ Position: _____

_____ _____

Signature Date