

## Personnel File Checklist

- Application for Employment / Referral
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- Employment Eligibility (I-9)
  - Photocopy of Social Security Card
  - Photocopy of Driver's License
  - Proof of Automobile Insurance
  - Drug Testing Policy
  - Copies of Licensure / Certification
  - Copy of CPR Card / Certificate as appropriate (Home Health Aides mandatory)
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- W-4 Form
  - Certification of Good Health  
Appropriate health care professionals statement (licensed under Chapter 485, F.S. or Chapter 459, F.S. or under Chapter 464, F.S. (Physician, Physician's Assistant, ARNP, or RN under the supervision of a licensed physician) that employee is reasonable good health and does not appear to be at risk of transmitting communicable diseased based on an exam within the past six months of hire date, and prior to direct contact with patients (Medical History File)
  - Signed and Notarized Affidavit of Good Moral Character
  - Signed Job Description
  - Proof of Orientation to agency policies and objectives (Checklist)
  - Proof of required participation in in-services and continuing education activities
  - Confidentiality of patient and agency information statement (signed)
  - FDLE Background check, appropriate level for job category
  - Proof of HIV education (2 hours initial and 1 hour biannually thereafter)
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- HHA Competency Test Scores (Home Health Aides Only)