

NOTICE OF INCOMPLETE STAFF RECORDS

Staff Name:

In checking our records, we have found we do not have the following information on file for you:

- Signed Application (Name, Address, Phone, Etc.)
- Education and Experience
- Reference (Written or Verbal)
- Reference (Written or Verbal)
- Criminal Disclosure Statement
- Record Of Mantoux Results
- Record of Medical Exam
- Child Abuse Record Information (CARI) Background Check
- Criminal History Record Information (CHRI) Background Check
- Signature for Receipt of the Discipline Policy
- Signature for Receipt of Policy on the Use of Technology and Social Media
- Signature for Receipt of Release Policy
- Signature for Receipt of the Parental Notification Methods (if applicable)
- Other:

Remarks:

Please complete the attached form(s) and return to the center as soon as possible. If you have any questions, please call the center. Thank you.