



## PERSONNEL FILE CHECKLIST

Archdiocese of Miami  
Office of Catholic Schools

Staff Member: \_\_\_\_\_  
Date of Hire: \_\_\_\_\_

Position: \_\_\_\_\_  
School: \_\_\_\_\_

Required Documentation:		Principal/Coordinator/Person Responsible for Checking Files:	Date Checked:
Application			
Resume			
Employment History Check (3 letters of recommendation)			
ADOM Job Description			
ADOM Contract/Letter of Employment	*Updated Annually		
Level 2 Background Screening Documentation			
College Transcript(s)			
Professional Teacher/Administrator Certificate	Field: Expiration Date:		
BEC-PASS Documentation			
Catechist Certificate/Documentation	Expiration Date:		
Ethics Training Documentation (Code of Conduct)			
Safe Environment Training Certificate/Documentation (Virtus)			
Bloodborne Pathogens Training Documentation			
Signed Receipt of Staff Handbook			
Annual Performance Evaluation or Teacher Evaluations			