



Long Island Head Start

EMPLOYMENT PROCESSING CHECKLIST

APPLICANT NAME: _____

POSITION: _____

CENTER: _____

<i>EMPLOYMENT PROCESSING BY SUPERVISORS</i>		<i>INITIALS</i>
1	Fully completed Personnel Action Notice form	
2	Recommendations:	
	a. Center Manager/Department Supervisor	
	b. Local Center Parent Committee/Policy Council	
	c. Service Area Specialist (where applicable)	
3	Fully Completed Employment Application form	
4	Signed Drug Screening consent form	
5	Copies of H. S. Diploma or GED, College Transcripts, or any other required certifications	
6	Recommendation letters from at least three past employers	
7	Pre-employment Drug Screening Results Received	
<i>APPROVALS BY CENTRAL ADMINISTRATION</i>		<i>INITIALS</i>
A	Human Resources	
B	Director/Supervisor	
C	Management Affairs Assistant	
D	Chief Executive Officer	