



## **TVBC Administrative Information Checklist**

1.  Application for Employment/Volunteer
2.  Application for Ministry
3.  Active Member (at least 6 months)
4.  W-4
5.  I-9
6.  Direct Deposit Form (if applicable)
7.  Proof of professional Designations (GED, HS Diploma, College Transcripts, etc.)
8.  Employee Emergency Information
9.  Three personal references
10.  Affidavit for Applicants for Employment
11.  Copy of Driver's License
12.  Copy of Social Security Card
13.  Proof of Criminal Background Check

Check the box **ONLY** after the information is completed and signed by all applicable persons.



## **TVBC Policy Checklist**

1.  Employment Contract
2.  Job Description
3.  Emergency Procedures
4.  Handbook Receipt and Acknowledgment
5.  Discipline and Guidance Policy
6.  Dress code policy
7.  Employee/Volunteer Contract
8.  Child Abuse Policy
9.  Orientation Training
10.  Pre-service Training (if applicable)

**Check the box ONLY after the information is completed and signed by all applicable persons.**