

Checklist for CSU Childcare Worker Application

- Application completely filled out**
- Copy of college transcripts** (*downloaded off the web is acceptable*) **and teacher certification**
College transcripts, as well as any teacher certifications, will be used to determine placement and pay rates. If you do not supply these with your application, you will be paid the minimum rate.
- Three references** (*refer to application for specifics*)

**Please mail application, transcripts and references to: CSU Childcare, 100 Lake Hart Drive, MC 2100, Orlando, FL 32832 by May 1st, 2009.

Upon Acceptance as a CSU Childcare Worker, you will also need the following:

- Health Form filled out by a Health Care Professional**
If you don't have this complete when arriving at CSU, you will need to have this completed there at your expense and on your own time.
- Proof of Immunizations and a current TB test**
- ID originals (for hiring purposes)** - please bring these with you to CSU.
Legally we cannot hire anyone without seeing the originals of these documents. Federal law requires this.

Choose from the following documents to establish identity:

You may use **ONE** of the following from **List A**

List A:

- U.S. Passport (unexpired or expired)
- Certificate of U.S. Citizenship (INS Form N-560 or N-561)
- Certificate of Naturalization (INS Form N-550 or N-570)

OR **ONE EACH** from **List B** AND **List C**

(*Most have a driver's license and SS card - other options are below*)

List B:

- Driver's license or state issued ID card. (must include photo, name, date of birth, sex height, eye color and address)
- School ID card w/photo
- Voter's registration card
- U.S. Military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

List C:

- U.S. Social Security card
- Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
- Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal.
- Native American tribal document
- U.S. Citizen ID Card (INS Form I-197)