

Information needed for employment at Anna Heights Early Learning Center

For Interview:

- Written testimony of salvation experience and current relationship with God
- Form: Information on a person employed in a child care facility or resume
- Proof of education
- 3 written references

Upon Hire:

- Form: mandated reporter
- Physical on green DCFS form with proof of TB test
- Fingerprinting/background check (keep copy of form when you go to accurate biometrics)
- Policy & Procedures Manual receipt
- New employee orientation form