Staff Information Form
Hot Sheet
CF/F-8 Revised 1/08

Personal Information

- Agency – Enter agency name where staff member is employed
- Site – Enter site name where staff member is employed. If staff member works for agency office, enter "all" under site
- Name – Enter first, middle initial, and last name of staff member
- Work Phone – Enter work phone number where staff member is employed
- Email – Enter work email address of staff member
- Gender – Enter either Male or Female to indicate gender of staff member
- Language – Enter primary language of staff member
- 2nd Language – Enter secondary language spoken by staff member
    - Proficient? – Mark either Yes or No to indicate if staff member is proficient in second language
- Ethnicity – Mark either Hispanic or Non-Hispanic to indicate ethnicity of staff member
- Race – Mark one box to indicate race of staff member
    - If staff member identifies with more than one race, mark "Bi-Racial/Multi-Racial"
    - If staff member chooses "Other" as a race, specify what the "other" indicates

Employment Information

- Year in position – Indicate how many years staff member has been employed in his/her current position
- PIR Program – Indicate which program staff member currently works under
    - If staff member works in both RHS and EHS, mark the box that shows "RHS/EHS"
    - If staff member works in both RHS or EHS and MHS, both boxes must be marked
- % of Salary funded by HS – Indicate percentage of salary that is funded through the Head Start program (this would include all RHS, EHS and MHS programs)
    - If a staff member works 50% RHS and 50% EHS – their percentage would be 100%
- Position – Mark the box that best describes the current position of the staff member
    - If the staff member's position is not listed, mark the box that says "Other" and indicate the position title
- Classification – Mark the box that best describes the classification of the staff member's current position
- Employment Type – Mark the box that best describes the employment type of the staff member's current position

Credentials:

- Education Level – Indicate the highest degree that the staff member currently holds
    - If the staff member has less than a GED/HS Diploma, you may leave this section blank
- Major – Mark the box that best describes the major of the degree that the staff member currently holds
- Enrolled Towards Next Degree – If the staff member is currently attending school, indicate which degree the staff member is pursuing
- Major – Mark the box that best describes the major of the degree that the staff member is pursuing
- Current/Former HS Parent – Mark either Yes or No to indicate if the staff member is or was a Head Start parent
- Currently in College – Mark either Yes or No to indicate if the staff member is currently attending college