

## ***Qualification Employee File***

### **Kept in this file for the entirety of employment**

- 1  Application/Resume
- 2  Evidence of employment reference checks, Act 34, First Contact Criminal Check
- 3  Evidence of positive drug test checks
- 4  Copy of MVR review for hire
- 5  Copy of medical qualification card or physical exam, functional capacity
- 6  Copy of CDL
- 7  Job description - signed by employee
- 8  Amtran policies understanding - signed by employee