

# Identity and Document Verification Checklist for a Centre Specific Unqualified Reliever

This completed form and copies of the verified identity documents must be forwarded to CMKA head office prior to commencement of employment.

## Details of Unqualified Reliever

<b>Worker Name</b>	
<b>Centre Name</b>	

## Worker Identity Documents

Copies of the identity documents provided by the worker must accompany this form.

Identity Documents			
Document Type	Document Name	Verified	
		Tick	Initial
Part 1 – Primary Document			
Part 2 – Secondary Document			
Photo Identity Provided <small>(one of above)</small>			
Part 3 – Supporting Name Change <small>(if req.)</small>			

## Worker Identity Verified By

<b>Head Teacher/Centre Manager Name</b>			
<b>Head Teacher/Centre Manager Signature</b>		<b>Date</b>	

Scan and email this completed form and copies of the identity documents to CMKA Head Office.

## Head Office Only

Received and Approved By:			
<b>Manager Name</b>			
<b>Manager Signature</b>		<b>Date</b>	