Employee Record Data Sheet

Full Name (Last, First, **Middle** Name)		Photo Rule §35.111(5)
Date of Birth		
Place of Birth		
Social Security Number		
Date of Employment		
Job Position		
Current Residential Address		
Last Date of Employment (Record retention=2 yrs.)		
Documentation of the pre-employment check required under §35.3 (Background Check)		
Signed copy of the company's drug-free policy §35.13		
Results of **any drug tests** (TAC 35.111)		
Training Certificates (§35.147/ §35.161/ §35.162) * All continuing education certificates or credits earned by the employee while employed by the licensee - excludes commissioned security officer or personal protection officer training or proficiency certificates:		
Additional required items for any security officers:		
Current duty assignments		
Current duty stations		

Laws covering requirements

Texas Administrative Code Title 37 Part 1 Chapter 35:

Rule §	35.111	Employee Records
Rule §	35.112	Business Records
Rule §	35.3	Registration Applicant Pre-employment Check
Rule §	35.8	Consumer Information and Signage
Rule §	35.9	Advertisements
Rule §	35.13	Drug-Free Workplace Policy
Rule §	35.141	Training Requirements
Rule §	35.147	Certificates of Completion and Training Records
Rule §	35.161	Continuing Education Requirements
Rule §	35.162	Continuing Education Schools