

## **NEW EMPLOYEE CHECK LIST**

**NAME:** \_\_\_\_\_

### **ALL EMPLOYEES:**

- \_\_\_\_\_ Application for Employment
- \_\_\_\_\_ Authorization for Automatic Payroll Deposit
- \_\_\_\_\_ Disclosure Form (With Application)
- \_\_\_\_\_ WA State Sexual Misconduct Disclosure Release (previous employment, all schools)
- \_\_\_\_\_ Driver's License (Bring Original. *Office will make a copy.*)
- \_\_\_\_\_ Fingerprint Background Check (Office will help you make an appointment)
- \_\_\_\_\_ First Aid card (required for some positions.)
- \_\_\_\_\_ I-9 Employment Eligibility Verification
- \_\_\_\_\_ L&I claims process given to employee? (initials) \_\_\_\_\_ (date) \_\_\_\_\_
- \_\_\_\_\_ Medical, Dental, Vision Insurance forms
- \_\_\_\_\_ COBRA General/Initial Notice
- \_\_\_\_\_ Beneficiary Card
- \_\_\_\_\_ Parent/School Authorization for Employment of a Minor (minors only)
- \_\_\_\_\_ Retirement Enrollment Form
- \_\_\_\_\_ Retirement Beneficiary Form
- \_\_\_\_\_ Retirement - 403 (b) information (employees who work 20 hrs per week or more)
- \_\_\_\_\_ Retirement - Employee's Understanding of Position Eligibility
- \_\_\_\_\_ Retirement - Status Form
- \_\_\_\_\_ Social Security Card (*Bring Original. Office will make a copy.*)
- \_\_\_\_\_ W-4
- \_\_\_\_\_ Staff Immunization History Form

### **PARA PROS:**

- \_\_\_\_\_ Copy of High School Diploma
- \_\_\_\_\_ Educational Pathway to Qualification

### **CERTIFICATED POSITIONS:**

#### *CONTRACTED POSITIONS & SUBSTITUTES*

- \_\_\_\_\_ Copy of Teaching Certificate

#### *CONTRACTED POSITIONS*

- \_\_\_\_\_ Clock Hour Forms (originals)
- \_\_\_\_\_ Credit Approval Request Forms (for classes taken after the bachelor's degree and after September 1995)
- \_\_\_\_\_ Experience verifications from all districts
- \_\_\_\_\_ Transcripts (originals)
- \_\_\_\_\_ VEBA

*After notification of hire, please bring completed forms to the business manager along with original social security card and driver's license. See I-9 Instructions for other acceptable identification, or inquire in the school office.*