

PERSONNEL CHECK LIST

REQUIRED DOCUMENTS

FULL TIME PERSONNEL

- _____ Official Transcripts
- _____ Completed I-9 Employment Verification
- _____ Copy of Driver’s License
- _____ Copy of Social Security Card (front and back)
- _____ Completed Drug/Free Compliance Form
- _____ W-4 Internal Revenue Service Tax Form
- _____ A-4 Alabama Tax
- _____ Completed Enrollment Form for Alabama Public Health Insurance Plan
- _____ Completed Member Information Record Teacher’s Retirement System
- _____ Signed Internet Agreement
- _____ Completed FERPA Form
- _____ Completed Employee Information Form
- _____ Completed Family Relationship Disclosure Form
- _____ Mentoring Form (Full Time Faculty Only)
- _____ Completed Teacher Retirement System Record
- _____ Direct Deposit Form
- _____ Signed Job Description (Supplied by Immediate Supervisor)
- _____ Ethics Training Certificate
- _____ Background Check Release Form
- _____ \$45.00 payment for background check

THESE DOCUMENTS MUST BE ON FILE BEFORE THE FIRST SALARY CHECK IS ISSUED.