

**PERSONNEL CHECK LIST**

**REQUIRED DOCUMENTS**

**PART TIME PERSONNEL**

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Official Transcripts Form
- \_\_\_\_\_ 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 Form
- \_\_\_\_\_ Signed Internet Agreement
- \_\_\_\_\_ Completed FERPA Form
- \_\_\_\_\_ Completed Employee Information Form
- \_\_\_\_\_ Completed Family Relationship Disclosure Form
- \_\_\_\_\_ 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.**