

Personnel Documents**CHECK-OFF LIST FOR NEW EMPLOYEES****EMPLOYEE'S NAME** _____ **POSITION/WORK SITE** _____

Employment shall be contingent upon meeting all requirements (state and local) for the position.

Classified

Recommendation for Employment ☐ Application with References/ List of States of Former Residence/Dates of Residency ☐
 Picture I.D. ☐ Social Security Card ☐ High School Diploma/High School Equivalency Diploma or Proof Progress To High
 School Equivalency Diploma ☐ Letter from Cabinet for Health and Family Services stating that there are no findings of
 substantiated child abuse or neglect on record (applicants hired on or after April 4, 2018) ☐ Workers' Comp ☐ Notify New Hire
☐ I-9 Form ☐ Physical Form or Electronic Record ☐ Criminal Records ☐ Welcome Letter/Position Description ☐ E-Mail ☐
 Database ☐ Birthday List ☐ Employee Pass ☐ Food Safety Training Certificate, If Applicable ☐ Coaching Certificate, If
 Applicable ☐ Driving Records Check Form For Bus Drivers, If Applicable ☐ Commercial Driver's License (Regular &
 Substitute Bus Drivers) ☐ Notify Nurse/Technical Director ☐ Contract (After Probationary Period) ☐
 Tax Forms K-4, O-4 & W-4 ☐ Flexible Benefit Plan, If Applicable ☐ Application to County Employees' Retirement ☐
 Direct Deposit Form ☐

Classified Substitute

Application ☐ Notify New Hire ☐ I-9 Form ☐ Picture I.D. ☐ Social Security Card ☐ Workers' Comp ☐ Physical ☐
 Database ☐ Sub List ☐ Criminal Records ☐ Letter from Cabinet for Health and Family Services stating that there are no
 findings of substantiated child abuse or neglect on record (applicants hired on or after April 4, 2018) ☐ Driving Records Check
 Form for Bus Drivers, If Applicable ☐ Commercial Driver's License (Regular & Substitute Bus Drivers) ☐
 Tax Forms K-4, O-4 & W-4 ☐ Direct Deposit Form ☐

Certified

Recommendation for Employment ☐ Application with References/List of States of Former Residence /Dates of
 Residency ☐
 Picture I.D. ☐ Social Security Card ☐ Transcripts ☐ Praxis Scores ☐ Rank ☐ Verification Letters ☐
 Verification of Transferable Sick Leave ☐ Tenure ☐ Workers' Comp ☐ Notify New Hire ☐ I-9 Form ☐
 Certificate Or Statement of Eligibility ☐ Physical Form or Electronic Record ☐ Criminal Records ☐ Letter from Cabinet
 for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record (applicants
 hired on or after April 4, 2018) ☐ E-Mail ☐ Database ☐ Birthday List ☐ Notify Nurse/Technical Director ☐ Employee
 Pass ☐ Welcome Letter Contract/Salary Schedule/Calendar/Password Form/Position Description/Orientation Letter ☐
 Highly Qualified Teacher Calculator ☐ Note Vacancy Filled On Internet
 Minority Recruitment ☐ Driving Records Check Form, If Applicable ☐ Coaching Certificate, If Applicable ☐
 Tax Forms K-4, O-4 & W-4 ☐ Flexible Benefit Plan Application, If Applicable ☐ Members Application to TRS ☐
 SSA-1945 ☐ Direct Deposit Form ☐

Certified Substitute

Application ☐ Notify New Hire ☐ Social Security Card ☐ Picture I.D. ☐ I-9 Form ☐ Workers' Comp ☐ Sub List ☐
 Elementary Preference ☐ Secondary Preference ☐ Physical Form or Electronic Record ☐ Criminal Records ☐ Letter
 from Cabinet for Health and Family Services stating that there are no findings of substantiated child abuse or neglect on record
 (applicants hired on or after April 4, 2018) ☐ Transcripts ☐ GPA 2.45 or Higher ☐ Database ☐ Teaching Certificate (If
 none, must file Emergency Certificate to be approved by Board) ☐
 Tax Forms K-4, O-4 & W-4 ☐ TRS Form ☐ Direct Deposit ☐

Personnel Documents**Paraprofessional**

~~Recommendation for Employment ☐ Application ☐ Social Security Card ☐ Picture I.D. ☐ Workers' Comp ☐
I-9 Form ☐ Notify New Hire ☐ Criminal Records Report ☐ Letter from Cabinet for Health and Family Services
stating that there are no findings of substantiated child abuse or neglect on record (applicants hired on or after April 4, 2018) ☐
Database ☐ Coaching Certificate ☐
Tax Forms K-4, O-4 & W-4 ☐ Direct Deposit Form ☐~~

Volunteer

~~Social Security Card ☐ Picture I.D. ☐ Database ☐ Criminal Records Report ☐~~

~~Personnel records also may include the following: evaluation documents; documentation of personnel actions (promotions, transfers, demotions, disciplinary actions, nonrenewals, terminations); record of professional development activities, and other payroll-related information (insurance forms/deductions and direct deposit authorizations).~~