

Request to Place an Item on the AgendaName: Kim Hall

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: _____

Check if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Camille DillinghamDescription of Issue: Change in: 03.121 AP.22
03.221 AP.22 proceduresSpecific Action Requested: to approve changes made to
procedures listedCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

Checklist of Items to be on File for the Hiring Process of Classified Personnel

Items 1-4 should be on file BEFORE item 5 is completed

Name _____	Phone _____
Address _____	Social Sec. # _____
_____	Employee # _____
Date of Hire _____	Position _____

- _____ Employee Information Sheet
- _____ Application (including references, a list of states of former residence and dates, picture ID)
- _____ High School Diploma/ GED
- _____ Criminal Background Check
- _____ Para educator Test OR Documentation of College Hours
- _____ Interview by Personnel Director, Maintenance Director, Food Service Director, other Directors, and/or Principal
- _____ Contract for employment
- _____ Signed copy of job description
- _____ Health form (physical) and TB risk assessment per 702 KAR 1:160
- _____ Bloodborne pathogen training
- _____ State and Federal tax forms
- _____ I-9 Form (employment eligibility certification)
- _____ Health Insurance application and checklist
- _____ Life Insurance application
- _____ COBRA information provided to employee
- _____ Labor Information provided to Employer
- _____ Direct Deposit form
- _____ Drug Testing form
- _____ Drivers' License
- _____ Social Security Card
- _____ Email form Sent to Matt _____

-CERTIFIED PERSONNEL-

Checklist of Items to be on File for the Hiring Process of Certified Personnel

Items 1-5 should be on file BEFORE items 7-8 are completed

Items 6-19 are completed IF applicant is employed

Name _____	Phone _____
Address _____	Social Sec. # _____
_____	Employee # _____
Certification _____	Expiration Date _____
Rank _____	Date of Hire _____
	Position _____

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- _____ Employee Information Sheet
 - _____ Application (including references, a list of states of former residence and dates, picture ID)
 - _____ Official Transcript from college/university
 - _____ Criminal Background Check
 - _____ Praxis Scores (if applicable)
 - _____ KY Teaching Certificate or Statement of Intern Eligibility
 - _____ Interview by Principal, Superintendent, and/or Personnel Director
 - _____ Contract for employment
 - _____ Signed copy of job description
 - _____ Health form (physical) and TB risk assessment per 702 KAR 1:160
 - _____ Bloodborne pathogen training
 - _____ State and Federal tax forms
 - _____ SSA-1945: The Social Security Administration requires that this form be used to inform, prior to employment, new certified employees that will participate in TRS that the position is not covered by Social Security.
 - _____ I-9 Form (employment eligibility certification)
 - _____ Health Insurance application and checklist
 - _____ Life Insurance application
 - _____ COBRA information provided to employee
 - _____ Direct Deposit form
 - _____ Drug Testing form
 - _____ Drivers' License
 - _____ Social Security Card
 - _____ Email form

Sent to Matt _____