Welcome to Springdale Public Schools

This Site provides forms for Classified Contracted Employees to print and complete. There are also district policies and information provided here that pertain to classified employment. Please read the instructions and then print and complete the forms provided here and bring them to your new hire meeting. Specifics of your payroll and benefits will be discussed at this meeting. Upon recommendation and approval of a contracted position with Springdale Public Schools, you will be contacted by a payroll specialists to schedule an appointment to complete the necessary paper work.

You will need to bring the following personal identification documents to your new hire meeting:

1. **SOCIAL SECURITY CARD** – The original signed card
2. **CURRENT DRIVER’S LICENSE** or PHOTO ID
3. **BIRTH CERTIFICATE** – A legible copy of your birth certificate will be sent to Arkansas Teacher Retirement.

In addition, please print and complete the following forms:

1. **PERSONNEL INFORMATION SHEET**
2. **ETHNICITY/RACE FORM**
3. **FORM W-4** (Federal Employee's Withholding Allowance Certificate)
4. **FORM AR4EC** (State Employee's Withholding Exemption Certificate)
5. **FORM I-9 (Employment Eligibility Verification)**
6. **ACT 1599 of 2001 NOTIFICATION LETTER**
7. **ARKANSAS TEACHER RETIREMENT FORMS** (3 Forms- ATRS Membership Data Form, Disposition of Residue-Beneficiary Designation Form and Lump Sum Death Benefit-Beneficiary Designation Form. You will need to sign and date your Beneficiary Designation forms with a Notary Public present.)
8. **TUBERCULOSIS SKIN TEST** (All employees shall present an original health certificate to business office at the time of contracted employment. Information is enclosed for the district's Wellness Clinic located at Jones Elementary. If you wish to go to another clinic of your choice, you may do so.)
9. **DIRECT DEPOSIT OF PAYCHECKS (Optional) -** (Authorization Form & Notification Instructions) A voided check or direct deposit form from your bank must be attached to this form.

After the required forms, you will find **DISTRICT POLICIES FOR CLASSIFIED CONTRACTED EMPLOYEES**. Please read these documents. They pertain to you.