

NEW HIRE CHECKLIST
EL DORADO PUBLIC SCHOOLS
200 West Oak, El Dorado, AR 71730

Name: _____ **Start Date:** _____

- ☐ State & Federal Withholding Allowance forms (W-4)
- ☐ I-9 Employment Eligibility Verification
- ☐ Direct Deposit Form (optional)
 - ◆ Must Attach Voided Check, or
 - ◆ Direct Deposit Printout from Financial Institution
- ☐ Copies:
 - Drivers License
 - Birth Certificate
 - Social Security Card
- ☐ Teaching Certificate
- ☐ Official Transcript(s) – **Must Be An Official Transcript**, cannot say “issued to student”.
- ☐ Copy of your Praxis I, II, III Scores or NTE Scores
- ☐ Verification of Previous Employment (if you have previous teaching experience)
- ☐ School Calendar
- ☐ Background Check – (if required)
- ☐ Health Insurance Application/Decline Form (auto enrolled if you don't decline)
 - A copy of your marriage license is required if you are selecting Health Insurance for your spouse. Spouse cannot be eligible for Health Insurance through his/her own employer.
 - A copy of each dependents child's birth certificate is required if you are selecting insurance for your children. Marriage license required to establish stepchild relationship.
 - Effective date is determined by hire date and/or first day of the month following the date of application (If there is a lapse of coverage, deductible and co-pays reset for employees coming from another district.)
 - Health Savings Account application (required with Classic & Basic Plans)
 - Minnesota Life Insurance (auto enrolled if you don't decline)
 - Teacher Retirement data forms (3 forms)

➤ **First paycheck: August 20, 2017**

➤ **School Board Policies are on our district's website – <http://www.eldoradopublicschools.org>**

Welcome to the Wildcat Family!