**Bolded and Underlined** items indicate forms that need to be completed and returned to the Payroll/HR Department at the Board Office before your first day of work.

1. **Clark County Schools Application** – This may have been completed prior. If so, no need to complete again.
2. **Verification of Experience Form(s)** – Complete/send one to each previous employer separately. Complete a separate line for each year of service.
3. **Direct Deposit Form** – All employees are required to have direct deposit. Please include an email address to receive your direct deposit notification email.
4. **SSA-1945 Form** – Social Security Administration form verifying that you understand your position does not pay into Social Security. The Employee ID# is your Social Security number.
5. Tax Forms
   1. **Federal W-4**
   2. **State IT-4**
   3. **City (Municipality) Tax Form**
   4. **School District Tax Form**
   5. Tax Finder – This link is included to help complete the City and School District Tax forms. You may go to this website and search your address in both Municipality and School District to find out specifics on your tax liability.
6. **I-9 Form (Federal Homeland Security)** – Complete section A.
7. **Ohio Homeland Security Form** – Please only print page 2.
8. STRS (State Teachers Retirement System) Member Handbook
9. **Ohio Bureau of Workers’ Compensation Form** – If you do not have or never have had any of the items listed, please check “None of the above” where appropriate.
10. Tuberculosis Test Information Sheet – All new hires are required to have a TB test within one (1) year prior to hire date. This sheet provides information on one possible place to have this completed.
11. Fingerprinting Information Sheet – All new hires are required to have had a fingerprint background check completed within one (1) year prior to hire date. This can be done anywhere the employee chooses. Please indicate to the facility completing the test that you want your results sent to Northwestern Local School District.
12. **Emergency Contact Information form**
13. Copy of driver’s license and Social Security card