

**DOTHAN CITY SCHOOLS
PERSONNEL DEPARTMENT**

Certified Employee Checklist

Today's Date: _____ Date Hired By Board: _____

Personnel Employee: _____

Applicant: _____ Years of public school experience: _____

I understand that my continued employment with Dothan City Schools is contingent upon providing the items listed below. Initial every blank. (A copy of this form will be provided for your future reference)

_____ I am aware that I must attend New Teacher Orientation.

_____ I am aware that I will *not* get full teacher pay until my file is complete, which includes:

- _____ **Acceptable Background Clearance**
- _____ Valid Alabama Teacher's Certificate, if one has been issued; **OR**
 1. Letter from the college/university verifying completion of requirements for certification; or
 2. A copy of completed application for an Alabama Teacher's Certificate as required by the Alabama State Department of Education.
- _____ Verification of satisfactory public school teaching experience from each system employed;
- _____ Official transcripts from each college attended with degrees posted;
- _____ Drug screening, if applicable;
- _____ Driver's License (*Copy made in Personnel Office*);
- _____ Original Social Security Card (*Copy made in Personnel Office*);
- _____ Letter of Acceptance
- _____ Child Abuse/Neglect Clearance Request;
- _____ (I-9) Employment Eligibility Verification Form
- _____ Personnel Policies Acknowledgment Form;
- _____ Job Description Acknowledgment Form;
- _____ Technology Policy Acknowledgment Form;
- _____ Letter of Understanding, if applicable; and

_____ I am aware that my first paycheck, if hired in August, will not be until September 30th, unless I make arrangements otherwise with the Accounting Department.

_____ I am aware that I will not receive master's level pay or years of experience pay until these items have been verified either through the Alabama Department of Education, previous employment, or until my certificate is issued.

_____ I am aware that in order to get paid on a higher degree, I must provide the Personnel Department an official transcript with the degree posted.

***Note: Verification of higher degree does not ensure that it will be added to your teaching certificate. That must be done through your college.**

Signature of Applicant: _____ Date: _____