

**DOTHAN CITY SCHOOLS
PERSONNEL DEPARTMENT**

Support 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 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 a paycheck until my file is complete – which includes providing the following:

- _____ **Acceptable Background Clearance**
- _____ (I-9) Employment Eligibility Verification Form
- _____ Drug screening, if applicable
- _____ Doctor's Parameters Report, if required
- _____ Driver's License and Original Social Security Card (*Copies made in the Personnel Office*)
- _____ High School Diploma or GED
- _____ Transcripts, if needed for position
- _____ WorkKeys Test, if needed for position
- _____ Verification of Public School Experience, if you have some with another school system
- _____ Child Abuse/Neglect Clearance Request
- _____ Letter of Acceptance;
- _____ Personnel Policies Acknowledgment Form
- _____ Job Description Acknowledgment Form
- _____ Technology Policy Acknowledgment Form
- _____ Letter of Understanding, if applicable

Signature of Applicant: _____ Date: _____