

## **Jacksonville City Schools** **Checklist for New Employees**

Name \_\_\_\_\_

Position \_\_\_\_\_

Date Employed \_\_\_\_\_

Complete the following forms in ink. Please print.

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Letter of Understanding Concerning Temporary Employment
- \_\_\_\_\_ Original Alabama Teaching Certificate (Certified Only)
- \_\_\_\_\_ Letter Stating Highly Qualified from State (if applicable)
- \_\_\_\_\_ Drug-Free Workplace Policy
- \_\_\_\_\_ W-4 Federal Withholding Form
- \_\_\_\_\_ A-4 Alabama Withholding Form
- \_\_\_\_\_ I-9 Employment Eligibility Verification
- \_\_\_\_\_ Copy of Social Security Card
- \_\_\_\_\_ Copy of Drivers License
- \_\_\_\_\_ Teachers' Retirement System Member Enrollment Form
- \_\_\_\_\_ Policy Manual Acknowledgement
- \_\_\_\_\_ Cafeteria Plan Form (Flexible Compensation)
- \_\_\_\_\_ Sick Leave Bank Form
- \_\_\_\_\_ Direct Deposit Form

\_\_\_\_\_ Background clearance and fingerprint processing is required of all employees of the Alabama State Department of Education.

To complete this:

1. Apply online to Cogent at [www.cogentid.com/alabama](http://www.cogentid.com/alabama)  
Or call 1-866-989-9316.

2. Payment of \$54.15 is required at time of application.

3. Complete fingerprint processing. Local Locations:

Frank Miles Auto Sales Inc 1510 Pelham Rd, Jacksonville (256)435-7800

Busby Printing and Mailing 840 Snow Street, Oxford (256)835-5679

The UPS Store 3330, 1414 Golden Springs Rd, Anniston (256)835-8884

Call for hours and appointment. You must bring valid picture ID.

The above information needs to be on file in the Central Office before the first payroll check is issued.