

O&M Checklist for New Employment Paperwork

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Employee Name	
Position	
Building	
Date	

To locate the below forms:

- Scroll down to the bottom of the Geneva School District website
- Click on Human Resources
- Click on New Employee Paperwork
- Click on Operations/Maintenance Staff

Priority

	Fingerprint Form (picked up at HR Office)
	Physical Form (picked up at HR Office)
	Technology request form

	Direct deposit authorization - Complete form and attach a blank, voided check
	Employment Eligibility Verification/I-9 Form - Complete Section 1 and note on page 3 the list of acceptable documents that need to be copied
	Illinois W-4 form
	Federal W-4 form
	Emergency Contact Information
	IMRF enrollment form
	Pension checklist
	On-line DCFS Tutorial/Certificate of Completion
	Mandated Reporter Acknowledgement Form (CANTS 22)
	School Board Policies Acknowledgement Form
	Ethnicity Form
	Global Compliance Network/Certificate of Completion
	ID Card (printed at HR Office)