

Licensed Staff Checklist for New Employment Paperwork

Suzy Ramos - 630-463-3050 / mramos@geneva304.org

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 Licensed Staff

Priority

	Fingerprint Form (picked up at the HR Office)
	Physical Exam/TB form (Due within 30 days of date of hire)
	Licensed Staff 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
	Pension checklist
	Social Security Statement
	On-line DCFS Mandated Reporter Training tutorial/Certificate of Completion
	Mandated Reporter Acknowledgement Form (CANTS 22)
	Board Policies Acknowledgement Form

	Ethnicity Form
	Teaching License printed out from the Illinois State Board of Education (ISBE) website/registered in Kane County
	Global Compliance Network/Certificate of Completion (available 7/1/20)
	Official transcripts for all degrees
	ID Card (printed at the HR Office)