

## Lunchroom supvs 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 Lunch Room Supervisors

### Priority

	Fingerprinting Form
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	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
	Ethnicity Form
	Emergency Contact Information
	DCFS On-line Tutorial/Certificate of Completion
	Mandated Reporter Acknowledgement Form (CANTS 22)
	School Board Policies Acknowledgement Form
	ID Card (printed at the Central Office)