

Educational Support Staff 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 Educational Support Staff

Priority

	Fingerprint Form (Picked up at the HR Office)
	Physical/TB Form
	Support Staff Technology Request Form

	Direct deposit authorization - Complete form and attach a blank, voided check or completed bank direct deposit form
	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)
	Board Policies Acknowledgement Form
	Ethnicity Report Form
	Paraprofessional License or Teaching License printed out from the Illinois State Board of Education (ISBE) website (if applicable)
	Global Compliance Network/Certificate of Completion
	ID Card (Printed at the HR Office)