

Registered Nurse Substitutes Checklist for New Employment Paperwork

Krista Andersen - 630-463-3056

kandersen@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 Substitutes - Registered Nurses

	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
	Physical Exam/TB form
	Emergency Contact Information
	IMRF enrollment form
	Pension checklist
	DCFS On-line Tutorial/Certificate of Completion
	Mandated Reporter Acknowledgement Form (CANTS 22)
	School Board Policies Acknowledgement Form
	\$40 check for fingerprinting fee
	ROE fingerprint form sent Date sent:
	Ethnicity Form
	Copy of CPR Certification
	Copy of RN License
	Technology Form