

REQUIRED ITEMS FOR EMPLOYMENT

- ___1. An FBI and BCI background investigation
- ___2. Official college transcript(s)
- ___3. Ohio teaching certificate or professional licensures
- ___4. Verification of previous teaching experience, if applicable
- ___5. Sick leave accumulation to be transferred, if applicable
- ___6. Federal income tax withholding exemption certificate (W-4)
- ___7. Ohio income tax withholding exemption certificate (IT-4)
- ___8. City income tax withholding certificate [Washington C.H. does have a city income tax and it will be deducted from your pay]
- ___9. Public School District of Residence employee withholding certificate
- ___10. Retirement membership record (STRS/SERS)
- ___11. Statement regarding employment not covered by social security
- ___12. Employment Eligibility Verification (Form I-9) (2 forms of identification)
- ___13. Copy of driver's license
- ___14. Copy of social security card
- ___15. Auditor of State Fraud Reporting System Information form
- ___16. Direct Deposit form with a **voided check**. [Must provide a voided check or letter from bank. We cannot accept a deposit ticket.]
- ___17. Staff network and Internet acceptable use and safety agreement
- ___18. Insurance enrollment forms
- ___19. Acknowledgement of Policies and Notices