

Please bring the following documents with you to your new hire orientation meeting with HR.

New Hire Documents Checklist:

- New employee information form
- I-9
 - Original, I-9 documentation (photocopies will NOT be accepted)
- W4
- Direct deposit form
- Retirement status verification
- Retirement eligibility form (provided at orientation)
- WA State sexual misconduct disclosure release
- District policies and procedures acknowledgment form
- SEBB eligibility determination form (provided at orientation)
- Verification of prior employment forms (if using paper forms)

- PARAEDUCATORS ONLY:
 - Minimum employment requirements documentation

Other Items to Complete:

- Fingerprint background check
- Verification of prior employment