

4J New Hire Intake Document and Information Description

This document describes the new hire paperwork that is required for all new employees.

Please reference and complete the paperwork before your scheduled processing time.

If you have any questions please contact the Human Resources department at (541) 790-7660.

Welcome to 4J!

Child Abuse & Sexual Conduct Disclosure Release	<p>The State of Oregon requires we check with any education provider you have worked for in the past regarding child absence and sexual conduct.</p> <p>If you have not worked for an education provider in the past please check the box at the top that says "Mark here if no prior education provider employment," write your name, and sign your name. If you have worked for one or more education providers then complete one for each employer, up to the three most recent.</p>
Direct Deposit	<p>If you would like to set up direct deposit for your paycheck, complete this form and attach a voided check. If you do not set up direct deposit, your paychecks will be mailed to your home address each month.</p> <p>If you do not set up direct deposit at this time you can do so at a later time.</p>
Discrimination and the Oregon Educator	<p>Walk-on coaches are required to read the Discrimination and the Oregon Educator policy and return the affidavit stating you understand the material. Print a copy of the policy for your records.</p>
District Policies	<p>Review the district policies entirely. Return the signature page stating you have received a copy of the district policies. Save a copy for your records.</p>
Employment Eligibility Verification (I-9)	<p>4J is required to verify your eligibility to work in the United States. Please complete Section One and bring the ID forms listed on page three with you to your scheduled intake. The Human Resources department will complete Section Two of this form. Do not fill out Section Two.</p>
Equal Employment Opportunity Form	<p>The Eugene School District is an equal opportunity employer and requests staff disclose demographic information for state reporting.</p>

<p>Licensed Professional Salary Placement</p>	<p>As a licensed employee, your salary placement is determined by evaluating your formal education (verified through official transcripts) and years of experience in an educational setting (verified by employment verifications). Use this form to indicate which employers you have requested employment verifications from in addition to which colleges and/or universities you have or will request official transcripts from. Once all documents listed on this form are received by HR, you will be notified via email of your salary placement.</p>
<p>New Employee Information Sheet</p>	<p>Information provided on this form will be entered into the HR/Payroll system. Please print clearly and provide your legal name(s) as well as all information requested.</p>
<p>Payment Option for Fingerprint Processing</p>	<p>All non-licensed staff are required by the Oregon Department of Education (ODE) to complete a background check. They charge a \$59 fee to process your background check but you have the option of having the \$59 payment deducted from your first pay check or first two pay checks.</p>
<p>Release Request of Fingerprint-Based Criminal History Verification</p>	<p>If you have worked for another public school district in Oregon and have already completed a background check with the Oregon Department of Education AND have not moved out of the state of Oregon since the background check was completed, you do not need to complete another background check. Complete this form in order to release your previous background check from your previous school district to 4J.</p>
<p>Verification of Previous Work Experience</p>	<p>All licensed staff are required to complete this form to verify previous work experience. You will be placed on the bachelors pay schedule at step one of the licensed professional salary schedule until work experience is verified. Complete a Verification of Previous Work Experience form for each of your previous school districts. It is your responsibility to complete the top portion of this form and send to your previous school district. They are responsible for returning the completed and verified forms to 4J Human Resources department.</p>
<p>W-4</p>	<p>You will elect your tax withholdings on the W-4. Please complete the bottom section of the worksheet. The middle section and back page are optional.</p>