



Welcome New Licensed Staff Member!

Be sure to review and complete all documents listed below. Include this printed form, initial all fields verifying you have completed and/or reviewed the corresponding documents, sign and date the bottom, and bring it with you to your processing appointment.

Forms to Complete and Bring with you to Intake	Initials
New Employee Information Sheet	
W-4 Form	
Equal Employment Opportunity	
I-9 Form	
Direct Deposit Payroll Authorization (optional)	
New Hire Salary Schedule Placement Information	
Graduate & Undergraduate Transcripts (if available)	
Signed Conditional Job offer	
Signed Job Description	
Receipt of Benefit Information (if applicable)	
Signature Page of board policies	
Synergy Account Request From (if applicable)	
My Initials indicate I have reviewed and understand the following:	Initials
4J District Board Policies	
4J Standards of Performance	
Standards for Competent Educators & Ethical Performance of Oregon Educators as Defined by TSPC	
Frequently Asked Questions For Licensed Staff	
AESOP Training Videos	
Mandatory Reporter Information	
Activating your 4J E-Mail Account	

Print Name _____

Signature _____ **Date** _____