

PERSONNEL CHECK LIST

Name _____

REQUIRED DOCUMENTS

Date Received _____

PART TIME PERSONNEL

Received via _____

- _____ Completed Application
- _____ Official Transcripts Form (**complete transcripts from all institutions from which any collegiate credit has been earned**)
- _____ Completed I-9 Employment Verification
- _____ Copy of Driver's License
- _____ Copy of Social Security Card (front and back)
- _____ Completed Drug/Free Compliance Form
- _____ Sexual Harassment Policy
- _____ W-4 Internal Revenue Service Tax Form
- _____ A-4 Alabama Tax Form
- _____ Signed Internet Agreement
- _____ Completed FERPA Form
- _____ Completed Employee Information Form
- _____ Completed Family Relationship Disclosure Form
- _____ Completed Teacher Retirement System Record
- _____ Direct Deposit Form
- _____ Signed Job Description (Supplied by Immediate Supervisor)
- _____ Ethics Training Certificate
- _____ Background Check Release Form
- _____ **\$17.40 Payment for Background Check**
- _____ Online Personnel Handbook Access Form
- _____ Health Care Coverage Options
- _____ Current Employment Within the Alabama Community College System

THESE DOCUMENTS MUST BE ON FILE BEFORE THE FIRST SALARY CHECK IS ISSUED

Personnel Use Only:

Background Check Complete: _____ Date Entered _____ Date Completed _____	RTH/NOH to DONNA _____ Date _____
E-verify Complete _____ Date _____	SENT TO SYSTEM _____ Date _____
AL New Hire Complete _____ Date _____	TR/W-4/A-4/DD TO PAYROLL _____ Date _____
	TRS TO CAROL _____ Date _____