

APPLICANT NAME: _____

REPORTS TO: _____

EMPLOYEE #: _____

HUMAN RESOURCES
HIRING DOCUMENTS CHECKLIST
PART-TIME APPLICANT

- _____ 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 made payable to BSCC**
- _____ Online Personnel Handbook Access Form
- _____ Health Care Coverage Options
- _____ Current Employment within the Alabama Community College System

<p style="text-align: center;"><u>HUMAN RESOURCES OFFICE USE ONLY:</u></p> <p>Background Check Complete: _____ Date Entered _____ Date Completed _____</p> <p>E-Verify Complete: _____ Date Entered _____</p> <p>New Hire Form Complete: _____ Date Entered _____</p>	<p>FORMS TO PAYROLL: _____ Date _____</p> <p>PRREC/ESS PORTAL SETUP: _____ Date _____</p> <p>EMAIL IT SET UP GROUP: _____ Date _____</p> <p>ADDED TO SAFE COLLEGES _____ Date _____</p> <p>COS SCANNED TO PAYROLL: _____ Date _____</p>
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THESE DOCUMENTS MUST BE ON FILE BEFORE THE FIRST SALARY PAYCHECK IS ISSUED