

**NON-INSTRUCTIONAL APPOINTMENT CHECKLIST**

SUPPORT STAFF AD# \_\_\_\_\_

APPOINTEE \_\_\_\_\_ EMP ID # OR LAST 4 OF SSN # \_\_\_\_\_  
Last Name First Name

SCHOOL/DEPT \_\_\_\_\_ JOB ASSIGNMENT \_\_\_\_\_

**STEPS TO BE COMPLETED AT SCHOOL LEVEL:**

- Official Transcripts or High Diploma  
(Not required for Custodian, Cafeteria Worker, Cashier, Cook Baker, Bus Driver or Standby Driver)
- Hired in Beacon
- Send to ESF  
Fingerprinting (Cost \$41 paid at District Security by Debit or Credit)  
Drug Screening (Cost \$36 Debit, Credit, Money Order, Check payable to BPS)  
I-9 Completion – Provided List of Acceptable Documents
- Clerical Testing (if applicable)
- Para-Pro Testing Information (if applicable)

**FORMS/DOCUMENTS TO BE SENT TO YOUR  
EMPLOYMENT SPECIALIST IN THE FOLLOWING ORDER:**

- Appointment Form – Fill Online Form and Print for Signatures
- Employment Reference Check Form – Required for ALL new hires
- Classified Employee Selection Notice
- Driver's License
- Copy Made From Original Signed Social Security Card
- W-4
- Direct Deposit Authorization
- Florida Retirement Systems (FRS) Certification Form
- Internet Acceptable Use Agreement
- Social Media Guidelines Acknowledgement Form
- Loyalty Oath
- Statement of Understanding – 90 day Probation
- Ethnicity Data
- Nepotism Waiver Request (if applicable and send to Elementary or Secondary Leading & Learning)
- ESOL IA - Bilingual Verification Form (if applicable)
- Group Leader Training Letter (if applicable)
- Cafeteria Course(s) Waiver (if applicable)
- Automotive Service Excellence Waiver (if applicable)
- Physical Abilities Test (If applicable) (Custodians, Drivers, Couriers)

Application including references and transcripts must be on file with HRS prior to completing this checklist.  
If Applicable FORMS will need to be printed from the HR Quick Link list.