

TEMPORARY APPOINTMENT CHECKLIST

SUPPORT STAFF AD#

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

SCHOOL/DEPT _____ JOB ASSIGNMENT _____

POSITION _____ REPLACEMENT FOR _____

BEGINING DATE _____ END DATE _____

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 \$ 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
- Ethnicity Data
- Nepotism Waiver Request (if applicable and send to Elementary or Secondary Leading & Learning)

ADDITIONAL INFORMATION:

1. Temporary employees must work at least 20 days and can only be appointed for up to one (1) day less than four (4) months.
2. A copy of the leave request month accompany the temporary appointment if the temporary appointment is to replace an employee on a leave of absence.

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.