

**PART TIME INSTRUCTIONAL APPOINTMENT CHECKLIST
ADULT ED OR ADJUNCT (NO BENEFITS)**

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

SCHOOL/DEPT _____ JOB ASSIGNMENT _____

STEPS TO BE COMPLETED AT SCHOOL LEVEL:

- Contact Certification For Clearance or Out of Field Approval
- Mark As "Hired" in Beacon
- Send to ESF
 - Fingerprinting (Cost Paid at District Security by Debit or Credit)
 - Drug Screening (Cost Paid at ESF by Debit, Credit, Money Order, Check payable to BPS)
 - Provide List of Acceptable Documents Needed To Complete I9

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

- Copy of Valid Florida Driver's License
- Copy Made From **Signed** Original Signed Social Security Card (Laminated cards are not acceptable)
- W-4
- Direct Deposit Authorization with Voided Check Attached
- Florida Retirement Systems (FRS) Certification Form
- Employment Reference Check Form – Required for ALL new hires
- Appointment Form – Fill Online Form and Print for Signatures
- Internet Acceptable Use Agreement
- Social Media Guidelines Acknowledgement Form
- Loyalty Oath
- Ethnicity Data

Employment Application including required references and transcripts must be on file with HR prior to completing this checklist.