

# INSTRUCTIONAL APPOINTMENT CHECKLIST

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 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
- ESOL Agreement
- Internet Acceptable Use Agreement
- Social Media Guidelines Acknowledgement Form
- Loyalty Oath
- Statement of Understanding – 1 Year Probation
- Employment Status Letter
- Ethnicity Data
- Advanced Degree Application (if applicable)
- Out-of-Field Agreement Form (if applicable)
- Short-term Agreement (if applicable)
- Copy of Signed Resignation Letter (if applicable)
- Verification of teaching experience (if applicable)
- Military discharge (DD214 – if applicable)
- Nepotism Waiver Request (if applicable and send to Elementary or Secondary Leading & Learning)

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

If Applicable FORMS will need to be printed from the HR Quick Link list.