

Elkins School District

CLASSIFIED EMPLOYEE CHECKLIST FOR EMPLOYMENT

(click links for printable forms to fill out and bring with you)

_____ [Employee Information Sheet](#)

_____ [Teacher Retirement Forms](#)

_____ [Membership Form](#)

_____ [Lump Sum Beneficiary Designation](#)

_____ [Disposition of Residue Beneficiary Designation](#)

_____ [Copy of Social Security Card](#)

_____ [Copy of Driver's License](#)

_____ [Copy of Birth Certificate \(Vital Statistics, not hospital\)](#)

_____ [I-9 Employment Eligibility Verification](#) (Only print pages 7 and 8)

_____ [W-4](#)

_____ [State Tax Form](#)

_____ [AR4EC](#)

_____ You may begin the Arkansas State Police and FBI criminal history background check online by using electronic fingerprinting (LIVE SCAN LOCATIONS IN ARKANSAS ONLY) and online application. Follow the instructions given on the [Online Payments for ASP and FBI](#) document.

Bring the receipt from the online payment, which has a transaction number, and a Government-issued photo I.D. to the Live Scan site located at the NWAESC 4 North Double Springs Rd Farmington, AR 72730.

Fingerprinting will occur by appointment only. Call the NWAESC to schedule an appointment. [\(479\) 267-7450](#)

_____ [Authorization for Release of Confidential Information Contained within the Arkansas Child Maltreatment Central Registry](#). A check for \$10.00 payable to Arkansas Department of Health is required.

_____ [Direct Deposit Authorization](#) **with voided check from account that direct deposit will go into**

_____ [Computer Technology Acceptable Use Policy](#)

_____ [Drug Free Workplace Acknowledgement](#)

_____ [Sick Bank Donation Form](#)

_____ [Health Insurance](#)

_____ [HSA](#)

_____ [Minnesota Life Insurance](#)