

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.](#)

1. Click “Membership Data Forms” and complete and attach the ATRS Membership Data Form – School District
2. Complete and attach the Lump Sum Death Benefit - *Beneficiary Designation Form
3. Complete and attach the Disposition of Residue -*Beneficiary Designation Form

_____ 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](#)

_____ Background check and fingerprinting.

1. Background Check Payment – Go to: www.ar.gov/ADEbackground
 - Select Employer
 - Enter Verification Code: 7201000
 - Reason for Fingerprinting
 - Employment (Classified)
 - Employment (Substitute Teacher)
 - Fiscal Officer
 - Complete the Form
 - Print Receipt
2. Take Consent Form, Receipt and Government-issued photo I.D. to a Live Scan site. In Northwest Arkansas a Live Scan site is 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](tel:4792677450)

_____ [Authorization for Release of Confidential Information Contained within the Arkansas Child Maltreatment Central Registry.](#) Follow the instructions on the form. Form must be signed and notarized then mailed along with a check for \$10.00 payable to Arkansas Department of Human Services. Please attach a copy of the completed form to this checklist.

_____ [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](#)