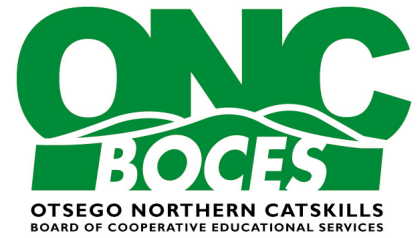


HIRING CHECK LIST



Employee Name

Application Process:

- Letter of Application
- Resume
- Completed Application for Employment
- Copy of Certification
- Copy of original college transcripts

Appointment Process:

- Personnel Process Form
- Reference Check Forms
- Interview Form(s)
- I-9 Form with Required backup
- W-4 and IT-2104 Tax Forms
- Fingerprinting - Must be cleared prior to placement on the Board for appointment

Board Appointment Date: