

Employment Checklist

This is a list of the items we need on file before you begin your employment with Schuyler-Industry CUSD #5.

_____ Federal W-4

_____ Illinois W-4

_____ Form I-9, Employment Eligibility Verification

a.) **Complete Section 1:** Employee Information & Verification

b.) Provide a **copy** of your **Driver's License & Social Security Card**

_____ Statement Concerning Your Employment in a Job Not Covered by Social Security

_____ Illinois Department of Children – Mandated Reporter

_____ Direct Deposit

_____ Payroll Deferral Election Form

_____ Sick Leave Bank (strictly optional)

_____ Criminal Background Check (present this form to the Schuyler Co. Sheriff's office for processing)

_____ Physical (a physician's note stating you are physically able to work is sufficient)

_____ TB Test (Step 2 for employees working in HS, MS, or Pre-K Building)

_____ Official Copy of Transcript (request sent to School Board Office, 740 Maple Ave., Rushville, IL 62681)

_____ Certificate must be registered with the Macomb ROE#26

_____ TRS Supplemental Savings Plan Information

Salary/Benefits/Working Conditions:

_____ Collective Bargaining Agreement (current contract is online @ www.sid5.com, scroll to the bottom, look under District Information)