FULLTIME
EMPLOYEE PACKET

2810 Metropolitan Way
Hoover, AL  35243
(205) 439-1000
www.hoovercityschools.net
PRE-EMPLOYMENT CHECKLIST
FULL-TIME EMPLOYEES

Hoover City Schools

The checklist below is provided to assist you with submitting required documentation for full-time employment. If you have questions, please contact a representative from the Human Resources or Payroll & Benefits Departments at (205) 439-1000 or visit the district website at www.hoovercityschools.net and hover on Departments for the dropdown menu for Human Resources or Payroll & Benefits tabs.

The following forms/items need to be submitted to the Hoover Board of Education prior to reporting to work the first day of employment:

- Copy of Driver’s License and Social Security Card
- Background Clearance
- Emergency Information Form
- USCIS Form I-9 (print form and bring original documents to the Central Office for verification)
- W-4 Federal Tax Withholding Form
- A-4 Tax State Tax Withholding Form
- Direct Deposit Authorization Form (attach voided check or letter from your banking institution)
- Alabama Teachers’ Retirement Systems Enrollment Form
- RSA Post-Retirement Employment Form (if returning to work after retirement)
- Personal Leave Days Option Form
- Authorization for Sick Leave Bank Participation and Withdrawal Form
- Vacation Policy Receipt (twelve month employees only)
- Transportation Personnel ONLY – Proof of pre-employment drug screening

Additional documentation to submit to the Hoover Board of Education before or after the employee’s start date:

- Work Verification from Previous Employers (make copies as needed)
  
  **Certified Employees** – ALSDE Supplement EXP form
  **Non-certified Employees** – Hoover City Schools Verification of Employment form

- Request to Transfer Sick Days (if previously employed in another Alabama public school system)
- Original Transcripts (certified only)

Call (205) 439-1000 to schedule an appointment to turn in new hire documents at the Central Office.

**ID BADGES** will be made at this time if all forms are completed.