

**DEARBORN PUBLIC SCHOOLS
TEMPORARY SUBSTITUTE PACKET:**

NAME: _____

ADDRESS: _____

EMAIL: _____

PHONE #: _____

POSITIONS (Circle all that applies): Certified, Non-Certified, Parapro, Secretary, Food Service.

The position for which you are employed, or being employed requires that certain documents be on file in your personnel record. Copies of this form reflecting documents still outstanding will be sent as reminders in the event you do not comply promptly. **(IF THE LAST PARAGRAPH IS CHECKED, YOUR PAYCHECK WILL BE WITHHELD AS INDICATED).** Please eliminate the need for reminders and paycheck withholdings by forwarding the documents immediately.

FOR OFFICE USE ONLY

Employee ID# _____ Effective Date: _____

_____ *Driver's License*

_____ *Social Security Card*

_____ *Green Card (If non-US Citizen)*

_____ *Tax Withholding Form (U.S.)*

_____ *Tax Withholding From (State)*

_____ *Public Act 68 Form*

_____ *Release of Information Waiver*

_____ *Employment Eligibility (I-9 Form)*

_____ *Fingerprints Received*

_____ *Consent Form*

_____ *Direct Deposit*

_____ *Voided Check or a paper from the bank with account information*

_____ *Ethnicity Form*

_____ *At Will*

_____ *TB Test*

_____ *Temporary Employment Contract*

_____ *Transcripts*

Signature: _____

Date: _____

_____ Your next paycheck will be held unless the documents requested above are forwarded to this office.