

Coventry Public Schools New Hire Checklist

HR OFFICE: Please **INITIAL EACH ITEM AS YOU RECEIVE IT** and attach to the employee file once all applicable items have been received.

Employee Name:	State of RI Certified Teachers	Classified Assistants, Clerks & Custodial
Phone:		
<u>Coventry Public Schools Application Form</u>		
<u>Resume/Letter of Intent</u>		
<u>Transcript</u> (unofficial copy is acceptable for <i>sub teacher applicant</i>)		
<u>References</u> – 3 letters of reference		
<u>Certifications, License, Diploma, Transcripts</u> (please circle item(s) submitted)		
<u>Letter of Service</u> from previous employer and whether tenure was received, if applicable		
<u>Background Criminal Investigation (BCI)</u> (must be dated within 6 months of application)		
<u>Physical Examination</u> -necessary for all aides, custodial applicants and ULSS (certified and classified)		
<u>I-9 Form</u> (proof of identity and ability to work in U.S.)- sign & date here after ID presented		
<u>W-4 Form</u> (tax withholding statement)		
<u>Confidential Data Sheet</u> (voluntary) and <u>Intent to Sub Form</u> (mandatory)		
<u>Retired Teacher</u> (list the district you are retired from)		
<u>Emergency Contact Information</u> Name: Phone No.:		

HR Signature _____ Date _____