



Division of Human Resources
New Employee Checklist

(Please Print)

Name: _____ Phone: _____

Work Location: _____ Job Title: _____

Welcome to Alachua County Public Schools

As a new employee, you are required to submit and/or acknowledge receipt of the following documents before your first paycheck can be processed:

Table with 2 columns of document requirements, numbered 1 through 24. Each item has a blank line for a signature or checkmark.

Education Support Professionals and Professional/Technical Personnel

- Verification of work experience: It is your responsibility to mail an Alachua County Public Schools "Work Experience Verification Form" to your previous employer(s).
Group health and life insurance: You must be appointed to work 4.0 hours per day to be eligible for insurance benefits.

Instructional Employees

- Verification of teaching experience: It is your responsibility to mail an Alachua County Public Schools "Teaching Experience Verification Form" to each of your former school district employer(s).
Group health and life insurance: You must be appointed to work 3.75 per day to be eligible for insurance benefits.

All Employees

- I understand that it is my responsibility to supply any missing items to the Division of Human Resources BEFORE I receive my first paycheck.
I understand that it is my responsibility to notify the Division of Human Resources in writing of address, telephone or marital status change(s).

Employee's Signature

Date