# KNOX-WARREN SPECIAL EDUCATION DISTRICT

## NEW HIRE CHECKLIST

<table>
<thead>
<tr>
<th>Name</th>
<th>DOB:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>CITY:</td>
</tr>
<tr>
<td>State:</td>
<td>Zip:</td>
</tr>
<tr>
<td>Start Date:</td>
<td>Position:</td>
</tr>
<tr>
<td>Location:</td>
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</tbody>
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**Checklist to be completed with employer**

- **Employee Information Form**
- **ROE #33 Fingerprinting Authorization**
- **ROE #33 Privacy Statement**
- **Physical Exam (To be completed within 30 days)**
- **I-9 W/ With Supporting Documentation**
- **Federal W-4**
- **IL State W-4**
- **Direct Deposit Form W/ Voided Check**
- **BCBS Health Insurance Enrollment**
- **Dearborn Life and Vision Enrollment**
- **Application/Resume**
- **Certification**
- **Transcripts**
- **Payroll Schedule**
- **Employee Information Booklet**
- **Wage Statement**
- **COBRA Notification**
- **FMLA Notification**
- **DCFS Mandated Reporter**
- **ID Badge for Certified Personnel**

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**Employee Signature:** ____________________________

**Date:** ______________________

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**Employer Signature:** ____________________________

**Date:** ______________________

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To be complete by employer at a later date:

- **IMRF/TRS Enrollment** - Sherry McIlravy
- **SDS Login / ID** - Sherry McIlravy
- **Email Login** - Z.Crowl
- **Ed Learners Sign Up** - ROE33
- **CPI Training** - Contact Jamelia Tinkham

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**Notes:**

**REVISED: 06/2020 K.W.**