

In addition to the New Hire paperwork, please furnish the following:

Please be sure to bring your original social security card and your driver's license with you when you are returning your new hire paperwork to Central Office.

Please bring a voided check or direct deposit information from your bank. Your name MUST be on the account in which you are depositing your funds for payroll purposes. FBI and BCI background checks are required prior to your hire if you are new to the District and/or have not had them done within the last 12 months. If you have, please bring a copy of the results with you along with your completed payroll paperwork.

If we need to process them here, the cost is \$24.00 for the FBI and \$22.00 for the BCI check. The applicant is responsible for this charge.

Thank you