

## PRE-EMPLOYMENT PAPERWORK INSTRUCTIONS

### COMPLETE ALL DOCUMENTS

**(Note: Do not sign forms that need to be notarized. Notaries available at District Office.)**

### RETURN COMPLETED DOCUMENTS TO YOUR HR SPECIALIST AT THE DISTRICT OFFICE.

You will need to bring all forms, along with 1 or 2 forms of identification, depending on your choice of ID, to the District Office. Please see I-9 for acceptable forms of ID.

### PRE-EMPLOYMENT PAPERWORK:

1. I-9 Form/Employment Eligibility: This form is for employment eligibility verification. You must fill out the top section of this form. Be sure that you check one of the choices available in regards to citizenship. *You will need 1 or 2 forms of Identification (See form for acceptable forms of ID).*
2. W-4 Federal Withholding: Complete bottom section of this form. **Line 5 must be completed.** This is where you indicate how many dependents you wish to claim.
3. A-4 State Tax Withholding: Arizona withholds a percentage of the amount of federal tax withheld. Fill out top or bottom portion of this form.
4. Direct Deposit Form: It is highly recommended that each employee choose to have their paychecks deposited to their checking/savings accounts by our payroll department. If you choose direct deposit, please bring a voided check to your scheduled New Hire Orientation.
5. Payroll Procedures/Schedules: Statement regarding payroll procedures/schedules policy. Read over, and sign and date.
6. Employee Information Form: Information is required to comply with government-required record keeping, reporting, and other legal requirements. Fill out form, and sign and date.
7. Statement of Understanding: Statement regarding hours worked/time recording/At-Will Status. Read over form, and sign and date.
8. MMR Proof of Immunization: It shall be a condition of employment that, unless exempted, all employees, including substitutes, shall present proof of immunity to Rubeola (Measles) and Rubella (German Measles) prior to reporting to work. Fill out form, and sign and date.
9. Drug-Free Workplace: Statement regarding Vail's Drug Free Workplace Policy. Read over form, and sign and date.
10. Vail School District Employee Acceptable Use Form: Statement explains Vail School District's Internet access expectations. Read over form, and sign and date.

11. Staff Conduct: Notification of Nonappealable Offenses: Statement explains employee's responsibility to immediately report his/her own arrest or charge of a nonappealable offense to the employee's supervisor. Read over form, and sign and date.
12. Selective Service Form: Statement of compliance in regard to military service. Read over form; fill out appropriately; sign and date.
13. Equal Employment Opportunity Data Form: Data from this form is used for our record keeping and reports purposes only. Your name is not included on the form and the form is removed from the packet and placed in a separate Human Resources recordkeeping file in order to complete our State and Federal reports.
14. Arizona State Retirement System (ASRS) Enrollment: Arizona law requires that all employees, working twenty (20) or more hours per week, be enrolled in the Arizona State Retirement System. Read over form; complete enrollment online.
15. ASRS Fact Sheet & Retired Employee Affirmation Form: Arizona State Retirement System (ASRS) retirees must complete this form to retain eligibility to receive benefits from the ASRS following a qualified retirement. Read over form; fill out appropriately; sign and date.
16. Professional Staff Hiring: Affirmation of a Retired Employee Upon Return to Employment: Arizona State Retirement System (ASRS) retirees must complete this form to retain eligibility to receive benefits from the ASRS following a qualified retirement. Read over form; fill out appropriately; sign and date.
17. Affordable Care Act (ACA) Health Insurance Marketplace Notice: Information regarding the ACA and Health Insurance Marketplace. Read over notice. If you have any questions regarding this Notice, please contact Monica Brick at [brickm@vail.k12.az.us](mailto:brickm@vail.k12.az.us) or Lisa Cervantez at [cervantezl@vail.k12.az.us](mailto:cervantezl@vail.k12.az.us).
18. Affidavit: By signing and dating this form you are stating that you are not awaiting trial or have ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the criminal offenses listed. Fill out all information except the signature and bottom section. **(Do not sign. Must be notarized. Notary Service available at District Office.)**
19. Loyalty Oath of Office: Arizona law requires every employee in public schools must subscribe to the oath and file a copy of the oath with the school district of employment. Fill out all information except the signature and bottom section. **(Do not sign. Must be notarized. Notary Service available at District Office.)**
20. Measles, Mumps and Rubella (MMR) Proof of Immunization Policy: Employees are required to have proof of immunization from these diseases in their personnel file. Please ensure that we receive your proof of immunization information before your date of hire. If you need information in regard to walk-in immunization clinics, please contact the Pima County Health Department.