



Anniston City Schools

CHECKLIST FOR NEW SUBSTITUTES

Name _____

Position _____

Date Employed _____

The following forms are available on our website www.annistonschools.com. Go to Employment/New Employee Forms and print off all forms. Please have them completed when you come to Payroll to complete your employment process.

- _____ Drug Free Workplace Notification
- _____ Employee Tax Form
- _____ Direct Deposit Form (with bank printout or voided check)
- _____ E-Verify form I-9
- _____ Proof of Fingerprint

Bring the following original documents with you:

- _____ Valid Driver's License
- _____ Social Security Card
- _____ Original Teaching Certificate (Certified Only)
- _____ Copy of Substitute License

Other forms available on our website:

- _____ Instructions for completing your fingerprinting (Non-Certified Only)

THIS INFORMATION MUST BE ON FILE BEFORE YOU CAN BE ISSUED A CHECK.