FOOD SERVICE PROCESSING CHECKLIST

COMPLETE THE FOLLOWING DOCUMENTS AND ATTACH THEM TO THIS CHECK LIST.

Name: _____ Position/Building: _____

Date: _____ Rate of Pay: _____

		Office Use Only:		*Office Use Only:*
Personal Data Sheet	_____	_____	Application	_____
Criminal Record Check Form	_____	_____	Driver's License	_____
Conviction Disclosure Form	_____	_____	SS card	_____
Unprofessional Conduct Form	_____	_____	ID Badge	_____
Employment Eligibility Verification I-9 Form	_____	_____	Run ICHAT	_____
W – 4 Federal Withholding Form	_____	_____	AESOP Info	_____
MI – W4 State Of Michigan Withholding Form	_____	_____	Ed. Foundation	_____
			Declar. Intent	_____
Direct Deposit Authorization	_____	_____	LiveScan Form	_____
Retirement Plan Acknowledgement Form *(Only needs to be completed if you are 19 years of age or older.)*	_____	_____		
Acknowledgement of Receipt of Access Card *(Not all FS staff receive an access card. Applicable only to certain buildings)*	_____	_____		
Acceptable Use Policy	_____	_____		
FERPA Guideline Form	_____	_____		
Bylaws and Policies	_____	_____		
Authorization to Release Information *(Only needs to be filled out if you have previously worked for another school district)*	_____	_____		
Indemnification Retiree Form *(Only needs to be filled out if you have retired from a Michigan Public School District)*	_____	_____		
Authorization to Release Criminal Records *(Applicable only to those who were fingerprinted for another district since January 1, 2006)*	_____	_____		

Reviewed the following training tutorials:

Office Use Only:
(Print certificate of completion)

Bloodborne Pathogens	_____	_____
Hazard Communications	_____	_____
Sexual Harassment: Staff-to-Staff	_____	_____
Sexual Harassment: Student Issues and Response	_____	_____
Sexual Misconduct	_____	_____
Discrimination Awareness	_____	_____
Diversity Awareness	_____	_____
FERPA	_____	_____
Restraint and Seclusion	_____	_____
2 Letters of Reference *(from previous employers, co-workers, teachers, coaches, volunteer work, any other than personal)*	_____	_____

WHEN ALL THE ITEMS ABOVE ARE COMPLETED PLEASE CALL (586) 723-2090 TO MAKE AN APPOINTMENT FOR HR TO REVIEW YOUR PAPERWORK. YOU MUST BRING YOUR ORIGINAL SOCIAL SECURITY CARD AND DRIVER'S LICENSE WITH YOU AT THIS TIME.