

GARAWAY LOCAL SCHOOLS

146 Dover Road NW  
Sugarcreek, OH 44681  
(330) 852-2421

**NEW HIRE DOCUMENT CHECKLIST FOR INTERVIEWS**

The following is a listing of the required documents to be obtained from a prospective employee during the interview process. These documents must be forwarded to the Treasurer’s office prior to Board approval of the employee.

Prospective Employee Name: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Cert   Class   Suplm   Vol

- Resume
- Garaway job application form
- Copy of current and appropriate State license/certificate
- Pupil Activity Permit (requires valid and current CPR card, Sports Medicine training, and fingerprinting) \_\_\_\_\_

  Copies of official transcripts from all colleges attended (used as verification of total accumulated credit hours)

  Local Professional Development transfer of CEU’s/Contact Hours

  National Teacher’s Exam or Praxis II (if applicable)

  Praxis III (if applicable)

  Pathwise Training (if applicable)

  Child Abuse Prevention Training (required for K-6 teachers)

           Written verification of results from the most recent BCI and FBI background checks

BCI   \_\_\_\_\_ completed   \_\_\_\_\_ report pending

FBI   \_\_\_\_\_ completed   \_\_\_\_\_ report pending

  If fingerprinting has not been completed, the prospective employee has been informed that he/she will be required to complete the fingerprinting through our local Educational Service Center. \_\_\_\_\_

     Letter from most recent school stating years of experience, accumulated sick leave days, and type of contract – limited or continuing

  Signed Volunteer Release Form