New Hire Processing Instructions

**Congratulations on your new position with Pueblo City Schools**.

The following instructions will need to be reviewed and the steps followed in order to process you to become an employee of Pueblo City Schools! In this packet, we are including the following forms to be completed and returned to us:

**Federal I-9 Form (Employment Eligibility Verification)**

Please fill out Section 1 completely. You will need to mark one of the boxes and then sign and date. You do not need to fill out any information below your signature unless you used a Preparer and/or Translator to help you. You will need to bring required documents on your day of processing. Acceptable documents are attached with the I-9 form. You may either bring 1 item from List A **or** 1 item from List B **and** 1 item from List C. We must have original documents brought to processing and not copies of them.

**Declaration of Academic Graduate Hours and Teaching Experience**

Please fill out the first page of this form completely. The first blank line you will put your completed graduate quarter hours post/after your highest degree. The second blank line is to be filled in with your highest degree completed. The third blank line is for how many years of applicable teaching experience that you have. Experience must have been full-time and licensed by the state department of education in which you previously worked. We do not consider substitute license or an emergency authorization for placement on the salary schedule. If you are declaring academic graduate hours post/after your highest degree, you must fill out the second page of this form. You must list the college/university that you attended, the year you took the course, the course name, course number and you must fill out the quarter hours amount. (Example: 1 semester hour equals 1.5 quarter hours. There is a conversion chart on first page.) We must have all “Official Transcripts” in order to verify your hours for placement on the salary schedule. “Official Transcripts” are a requirement for your personnel file. They must be originals from a sealed envelope. Neither electronic copies nor printed copies are acceptable. If you have to order transcripts, please have the transcripts mailed directly TO YOU and then you will bring them to processing.

**Certificate of Service Forms (Verification of previous employment)**

This form is to be filled out and mailed to your previous employers. You should include a self-addressed stamped envelope so they can return them to you. The first line on the form is for your name. The second line is for the name of the school district/employer. The third line is for the employers address and their phone and fax numbers. Be sure to include the position you held. Finally you will sign the form and put your social security number for their reference. Be sure not to fill out any information below your signature. Your previous employer will fill it out, sign, date and notarize it prior to sending it back to you. You will bring your completed forms to processing. If these are not received within 60 days of employment, experience credit will not be considered.

**Racial/Ethnic Category Information Form**

This form will need to be filled out correctly, however you will not have your Employee ID number until you are processed. You must choose 1 option in number 1 and at least 1 option in number 2. Be sure to sign and date this form.

**Criminal Record Background Information**

This form must be filled out completely. Please answer YES or NO to each question and you must initial each answer. Be sure to print your name, sign and date it.

All forms must be filled out and returned to Toni Casados in Human Resources prior to a processing date being scheduled. You may print out the forms, fill them out and bring or mail them to our office located at 315 W. 11th Street, Pueblo, CO 81003, or you may use the fillable forms, save them and then return back via email to [toni.casados@pueblocityschools.us](mailto:toni.casados@pueblocityschools.us). Once all the forms are received by Human Resources, you will be contacted to set up a processing date. You will need to have your identification items with you on the day of processing, so please don’t forget them. If you do not have them, another processing date will be set up.

**CHECKLIST** for all paperwork to be returned and completed prior to processing:

* Fingerprinting – May be done in Human Resources. Call 549-7209 for an appointment
* Federal I-9 (Employment Eligibility Verification)
* Declaration of Academic Graduate Hours and Teaching Experience
* Racial/Ethnic Category Form
* Criminal Record Background Information

**CHECKLIST** for all paperwork to bring to processing

* Certificate of Service (or within 60 days from date of hire to be considered)
* Federal I-9 identification
* Official Transcripts (or within 60 days from date of hire to be considered)
* Voided Bank Check (Payroll purposes)
* *Teaching License from the Colorado Department of Education or a copy of paid receipt that it has been applied for.*

There will be more paperwork to fill out the day of processing so please allow approximately 2-3 hours on this day. We will be in large groups, so if you do have children, please make arrangements for daycare.

**We look forward to working with you and welcome you to Pueblo City Schools!**

Toni Casados

Executive Assistant – Certified Staff

719-549-7129