

REQUIRED INFORMATION FOR PAYROLL

EMPLOYMENT INFO: _____ BACHELORS _____ MASTERS

JOB TITLE: _____

TEACHING LICENSE # _____ MUST HAVE!!!!!!
(TYPICALLY WILL BE: 'OH' FOLLOWED BY 7 NUMBERS)

WHICH BUILDING: MHS_____ MMS_____ MES_____

If coaching, what is your first day of employment: _____

RACE:

HISPANIC/LATINO: YES OR NO (CIRCLE ONE)

CIRCLE ONE:

- A ASIAN
- B BLACK OR AFRICAN AMERICAN (NON-HISPANIC)
- H HISPANIC
- I AMERICAN INDIAN OR ALASKAN NATIVE
- M MULTIRACIAL
- N NOT SPECIFIED
- P NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
- W WHITE, NON-HISPANIC

CONTACT INFO:

HOME PHONE NUMBER _____

CELL PHONE NUMBER _____

EMAIL ADR: _____

****NOTE: THE I-9 FORM REQUIRES TWO FORMS OF IDENTIFICATION. PLEASE BE SURE TO BRING YOUR DRIVERS LICENSE AND YOUR SOCIAL SECURITY CARD OR YOUR DRIVERS LICENSE AND YOUR BIRTH CERTIFICATE.**

_____ I understand that it is my responsibility to check my pay stub and report any errors. Failure to report errors in a timely matter can result in me owing the district for insurance premiums and/or other deductions that were deducted incorrectly. I understand I am a FT/PT employee and I am responsible for paying 15%/50% of any insurance premiums that I participate in.