

Hurst-Eules-Bedford Independent School District

NEW EMPLOYEE CHECKLIST

Welcome to Hurst-Eules-Bedford I. S. D.

This letter contains instructions for completing required employment documents. ***Please have ALL online documents completed as soon as possible so as not to delay your new hire process.***

DOCUMENTS THAT MUST BE COMPLETED AND SUBMITTED ON LINE THROUGH FRONTLINE CENTRAL:

- HR Data Record (with legal name that matches your Social Security Card)
- I-9 form- Your I-9 form must be complete before you begin working. This requires two forms of ID. Pay careful attention to the list of allowable forms of identification on page 3 of the I-9 form in your New Hire Packet.
- Network Access Agreement
- Social Security Statement-SSA-1945 (Employee ID on this form is your Social Security Number)
- Receipt of Board Policies
- HEB ISD Professional Employee Expectations/Coach Expectations if applicable (Initial each item; add digital signature)
- W-4 form
- Direct Deposit form

ITEMS THAT MUST BE BROUGHT TO YOUR NEW HIRE MEETING:

- Two allowable forms of identification (reference list on page 3 of I-9 form in Frontline Central)
- Social Security Card for verification of middle name/initial on HR Data Record (if not one of the forms of identification selected for I-9)
- Original transcript(s) (not copies) from the university from which you received your Bachelor's degree, if not already submitted as an attachment to your application.
- Original transcripts with Master's and above (these must be official transcripts, not copies; however, they do not have to be in a sealed envelope and must be hand delivered or mailed to our office).
- Original Service Record from current/previous school district(s) showing years of experience.

****Transcript(s) and service record(s) must be provided within 30 days of the date of your letter of intent. Please note, you will not be paid for your teaching experience until original service records and transcripts, years of experience and degree(s), are received.***

Service Records/Transcripts may be hand delivered or mailed to our office:

Hurst-Eules-Bedford ISD Human Resources Office

Attn: Caitlin Sweet, Certification Specialist

1849 A Central Drive Bedford, TX 76022

**Phone – 817-399-2015 | Email- CaitlinSweet@hebisd.edu*

- Certificate- Apply for your certificate (One-Year-Out-of-State, Intern, Probationary, or Standard) and pay required fees on the TEA website at www.tea.state.tx.us within 30 days of the date your intent letter.
Attached to this email:
- Board Policy and Employee Handbook Access Instructions (includes pathway to important documents)
- 2018-2019 District Map
- 2018-2019 District Calendar