



## HARLAN COUNTY SCHOOLS – EMPLOYMENT CHECKLIST

The following checklist will indicate which documents and services must be completed/reviewed in order to complete your application for employment within the Harlan County School District. These documents can be obtained on our website at <http://harlan.k12.ky.us/employment.html> and/or at the Board of Education located at 251 Ball Park Road, Harlan, KY 40831.

### Explanation of Fees:

- **Central Registry Check - \$10:** Check or Money Order made payable to 'Kentucky State Treasurer'.
- **Criminal Records Check - \$33.25 for ALL Staff:** Cash or Money Order made payable to 'Harlan County Schools'. The entire amount of this fee is required by and sent to State and/or Federal agencies. Please note that to complete the Criminal Records Check, a fingerprint card must be picked up at the Harlan County Board of Education and taken to a police office for processing. Depending on who you use for this service, an additional fee may be required.
- **Drug/Alcohol Test, Physical & TB Risk Assessment - \$50:** Payment of this fee and each of these exams should be completed at Dr. Dahhan's Office located at 120 Professional Lane, Ste. 101, Harlan, Kentucky 40831 / 606.573.1085.

	Certified Teacher	Certified Substitute Teacher	Classified Employee
Letter of Intent	✘	✘	✘
Application	✘	✘	✘
Direct Deposit Authorization	✘	✘	✘
Form I-9	✘	✘	✘
Form W-4	✘	✘	✘
Statement - Not Covered by Social Security	✘	✘	
Copy of Driver's License & Social Security Card	✘	✘	✘
Copy of College Transcripts / Teaching Cert.	✘	✘	
Copy of High School Diploma or GED			✘
Drug/Alcohol Policy with Signature Page	✘	✘	✘
Criminal Records Check (Pick up at Central Office)	✘	✘	✘
Medical Exam of School Employees - Drug/Alcohol Test, Physical, TB Risk Assessment	✘	✘	✘
Restraint & Seclusion Training	✘	✘	✘
Training Documentation (Child Abuse & Neglect)	✘	✘	✘
Central Registry Check (Child Abuse & Neglect)	✘	✘	✘
Health Insurance Marketplace Coverage Options	✘	✘	✘
Code of Ethics	✘	✘	✘
Substitute Teacher Training – More Info: <a href="http://harlan.k12.ky.us/employment.html#sub">http://harlan.k12.ky.us/employment.html#sub</a>		✘	
EPSB Substitute Teacher Application Instructions – Found in Certified Substitute Teacher Application		✘	