

HRS PROCESSING

CHECKLIST

DATE:	
SCHOOL NAME:	
CANDIDATE NAME:	

#	ITEM(S)	CHECK (ONCE COMPLETED AND ATTACHED)
1	Recommendation Form <i>(all information completed)</i>	
2	Application (from Teacher Match)	
3	Signed Application Agreement Form	
4	Telephone Reference Form(s) <i>(Must include current supervisor- If ever employed in CCS, you must include a reference from previous CCS supervisor)</i>	
5	Ethnicity Report	
6	Background Forms	
7	Health Examination Form(s)	Forthcoming _____ Attached _____ (Check One)
8	Teacher Assistant/Bus Driver Job Description (Signed & Dated)	
9	OFFICIAL Transcripts (with ALL Hires)	
10	Test Scores AND Teaching License <i>(if applicable)</i>	
11	Program Director Signature <i>(if applicable)</i>	

Notes/Comments:

Completed by: _____

Date: _____