



### 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 Harlan County Board of Education located at 251 Ball Park Road, Harlan, Kentucky 40831.

Please note that there are fees associated with the following:

- **Central Registry Check - \$10:** Check or Money Order made payable to 'Kentucky State Treasurer'.
- **Criminal Records Check - \$32 for Certified Staff, \$20 for Classified:** Check 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.

	<b>Certified Teacher</b>	<b>Certified Substitute Teacher</b>	<b>Classified Employee</b>
<b>Letter of Intent</b>	✘	✘	✘
<b>Central Registry Check (Child Abuse &amp; Neglect)</b>	✘	✘	✘
<b>Code of Ethics</b>	✘	✘	✘
<b>Copy of College Transcripts and Diploma</b>	✘	✘	
<b>Copy of Diploma or GED</b>			✘
<b>Copy of Driver's License &amp; Social Security Card</b>	✘	✘	✘
<b>Direct Deposit Authorization</b>	✘	✘	✘
<b>Drug/Alcohol Policy with Signature Page</b>	✘	✘	✘
<b>Drug/Alcohol Test, Physical, TB Risk Assessment</b>	✘	✘	✘
<b>EPSB Substitute Teacher Application Instructions</b>		✘	
<b>Form I-9</b>	✘	✘	✘
<b>Form W-4</b>	✘	✘	✘
<b>Health Insurance Marketplace Coverage Options</b>	✘	✘	✘
<b>Medical Exam of School Employees</b>	✘	✘	✘
<b>Restraint &amp; Seclusion Training</b>	✘	✘	✘
<b>Statement - Not Covered by Social Security</b>	✘	✘	
<b>Training Documentation (Child Abuse &amp; Neglect)</b>	✘	✘	✘