

NEW HIRE RECEIPT-OF-INFORMATION CHECK-OFF LIST

To: New Licensed District Employee

Please read, sign, and return the following forms to the Department of Human Resources as soon as possible. Also, please indicate you have fulfilled this request by signing in the signature box beside each form listed.

Form	Signature Indicating Receipt	Date
1. District regulation on Salary Schedule Placement for Certified Employees		
2. Corporal Punishment Prohibited form		
3. Job Description (if not already signed as a result of the interview process)		
4. Criminal History Verification form		
5. OCSD Disclosure Release *When completing the enclosed Disclosure form, if no previous educational employer(s), please write "none" below the signature line and return it to HR. If applicable, send the signed form to HR with the names of your past educational employers attached.		

Please indicate you have received the following materials by signing in the signature box beside each form listed.

Form	Signature Indicating Receipt	Date
1. Sexual Harassment pamphlet		
2. Reporting of Suspected Child Abuse pamphlet		