



## 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:** Must be completed online. Instructions are available at the Harlan County Board of Education and online at <http://www.harlan.kyschools.us/pdf/Applications/AdditionalDocuments/CentralRegistryCheck.pdf>.
- **Criminal Records Check - \$51.25 for ALL Staff:** The entire amount of this fee is required by State (\$20.00), Federal (\$13.25) and processing agencies (IDEMIA \$18.00) and is to be paid at the time of appointment. Specific instructions to complete this process are available at our Central Office located at 251 Ball Park Rd., Harlan, KY 40831.
- **Drug & Alcohol Screen/Physical - \$50, TB Risk Assessment - \$15:** Payment of these fees and each exam shall be completed at Dr. Dahhan’s Office located at 120 Professional Lane, Ste. 101, Harlan, Kentucky 40831 / 606.573.1085.
- **United Mine Workers of America Union Dues:** Full-time classified hires have the option to join the UMWA and dues are based on the number of hours worked per week. For additional information and to join, contact the Harlan Co. Schools Finance Department.

	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 (State & Federal)	✘	✘	✘
Medical Exam of School Employees - Drug/Alcohol Test, Physical, TB Risk Assessment	✘	✘	✘
Health Insurance Marketplace Coverage Options	✘	✘	✘
Code of Ethics	✘	✘	✘
Central Registry Check (CAN Check Request)	✘	✘	✘
Employee Compliance Training (Required for all new staff)	✘	✘	✘
EPSB Substitute Teacher Application Instructions – Found in Certified Substitute Teacher Application		✘	