



SHELBY EASTERN SCHOOLS

Superintendent: Dr. Robert Evans ■ Corp. Treasurer: Chris Scott

Mission Statement:

Shape, Empower, and Support the minds of tomorrow

To: Applicants for Employment

From: Chris Scott /Treasurer

Date: July 1, 2016

Re: Necessary Documentation

1. Application (filled out completely)
2. Criminal History Check information and Fee (**approximately** \$34.00 for noncertified staff and \$38.40 for certified, other fees may be applicable depending on other state and county fees) You are responsible for your own criminal history background check, the Corporation will no longer be responsible for background checks. Please visit <https://secure.safehiringsolutions.com/app.cfm?id=59D9D930-B7CC-4E86-BBE4-09B0963C1579> to start the application process.
3. I-9 Form, Include a photocopy of acceptable ID's in accordance to the I-9 form, or bring to office to make copies
4. Indiana New Hire Form
5. W4 Tax Form
6. WH-4 Indiana Form
7. Applications for Substitute Teaching Certificate must apply online at <https://license.doe.in.gov/> once you apply for your substitute certificate and we approve it, it will be up to you to print and bring into the administration office along with you completed application.
8. Full Time Employees only – PERF Application
9. Teacher Applicants – TRF Enrollment Form
10. Direct Deposit Authorization Form (**Mandatory**) Please staple avoided check to the direct deposit form. **Do not include a deposit slip because the routing number is different than the routing number on your checks.**

Your Pay Stubs are available online and can be viewed at www.doculivery.com/ses to log in you will use SES plus your employee ID number; your password is your last four digits of your SSN. We will give you your employee ID number at the time of hire.

****Note: You cannot log into your account until after your first pay.****

Please return all documents to Central Office.

Contact Chris Scott @ Central Office (765) 544-2246 ext 1027, with any questions.