

# EMPLOYMENT REQUIREMENTS

## I-9 Employee Eligibility Verification

In accordance with Federal Law and the Department of Homeland Security, all employees must complete an I-9 form. The BSD requires that it be completed before starting your employment. Once your hire has been approved, you will receive this form by through our HR Records Portal with detailed instructions for its completion and other requirements.

## W-4

In accordance Federal Law, every new employee must complete a W-4 form. You will receive this form by through our HR Records Portal with detailed instructions for its completion and other requirements.

## Direct Deposit Authorization

Most District employees through bargaining agreements or policy must authorize direct deposit of their salary payments. You will receive this form by through our HR Records Portal with detailed instructions for its completion and other requirements.

## Criminal Record and Background Checks

Vermont Law requires criminal background investigations with fingerprinting and registry checks with the Vermont Department for Children and Families (DCF) and the Department of Disabilities, Aging and Independent Living (DDAIL), on the following individuals:

- All school employees (including substitutes) being recommended for employment;
- Student teachers; and,
- Contractors and employees of contractors who have unsupervised contact with school children.

The cost of the background check and fingerprinting shall be the responsibility of the prospective employee. You will need to bring \$12.00 by check or cash. You will also need to pay \$25 to the Sheriff's or Police Department for the fingerprinting. We will need to see acceptable identification such as driver's license or passport. **All offers of employment are contingent upon a satisfactory criminal record and background check.**

## Driving-Specific Positions

For any position where transporting students or driving a District vehicle while be subjected to Vermont Department of Motor Vehicles Check as a condition of employment. The DMV check will be paid for by the District. **All offers of employment for these positions shall be conditioned upon a satisfactory DMV check**

- **School Bus Drivers**

For any position where *driving a school bus* is a condition of employment, the prospective employee shall be required to undergo a drug screening after a conditional offer of employment has been made. Consistent with Federal Law, individuals who drive a school bus shall also be subject to random drug testing throughout an individual's employment with the District. **All offers of employment shall be conditioned upon acceptable results of the screening.**

### **Licensed Positions**

For those positions that require a state license or certification by the State of Vermont, the prospective employee is responsible for providing a copy of his/her license or certification to the District. **All offers of employment for these positions shall be conditioned upon the prospective employee being properly licensed by the State of Vermont.**