



Kirksville R-III School District

Phone (660) 665-8658

Administrative Offices
1901 East Hamilton, Kirksville MO 63501

Fax (660) 626-1448

Verification of Teacher Employment

I have been offered a certified position at Kirksville R-III School District. Determination of my salary placement is dependent upon the verification of my teaching/coaching experience. At the time of employment my full name was:

_____ (Print Name)

_____ (Former name under which records may be filed)

_____ (Teacher's signature)

_____ (Social Security Number)

This is to verify that the teacher whose signature appears above was employed in a teaching/coaching position as a regularly employed teacher on a full time basis. Do not include part-time, substituting, tutoring, interning or other work done outside of regular employment and assignments as a teacher.

Name of School/Department	Term of Service		Total Number of School Years Worked	Employment Status		Position
	M/D/Y	M/D/Y		Full Time	Part Time	

I certify that according to our records _____
First Middle Last and/or Maiden

was employed in the public or private school of _____
Name of Educational Institution

Address of Educational Institution: _____

Authorized Signature: _____ Title

_____ Print Name Date

Send directly to all previous employers for verification of teaching/coaching experience. (copy as needed)

Please return to:
Kristy Panos, Administrative Assistant to the Superintendent
Email: kpanos@kirksville.k12.mo.us

Kirksville R-III School District

New Hire Check List

Welcome to the Kirksville R-II School District. We are so excited to have you aboard. There will be a few things you will need to do in order to get things started.

_____ **Fingerprinting and Background Check.** Your employment is not considered to be complete until you have completed your Fingerprinting and background check. All applicants must pre-register at the Missouri Automated Criminal History Site (MACHS) www.machs.mo.gov for a fingerprint-based background check. The background check is performed by both the Missouri State Highway Patrol (MSHP) and the federal Bureau of Investigation. (FBI). All Missouri-based applicants must visit one of the IdentoGo office locations for fingerprinting. You can search for fingerprinting locations at Machs.mo.gov The processing fee for both Missouri and Non-Missouri residents is \$41.75. Missouri residents will complete payments on site during the fingerprinting process.

Registration Codes:

Certified Employment (or within 1 yr.): **Code 0048** (Delivered to D.E.S.E.)

District Substitutes: **Code 0049** (Delivered to D.E.S.E.)

Uncertified Staff: **Code 0050**

Bus Drivers: **Code 0051**

_____ **New Hire Paperwork.** We will need to collect your I-9's, W-4's and Direct Deposit forms. This is done by H.R. in central office via DocuSign. You can request this by emailing mhulet@kirksville.k12.mo.us or calling 660.665.7774

_____ You must present valid Identification in person to complete your I-9 Form. This can be done with HR or Payroll. Common examples include a Passport, or a combination of Drivers License with either your Social Security Card or Birth Certificate. For a full list, please refer to page 3 of the I-9 form. Central Office is located at 1901 E. Hamilton St. Kirksville Mo 63501 (next to the soccer fields and the YMCA). Monday – Friday 7:30 a.m. until 4:00 p.m.

_____ **Education and Employment Verification.** (Contract Employees) Verify your education and work experience with Kristy Panos the Administrative Assistant to the Superintendent. Email Kpanos@kirksville.k12.mo.us or call 660.665.8658 for questions and forms. This is the employee's responsibility.

_____ **Return Signed Contracts. (Contracted Employees)** Please review your contract, sign, and return A.S.A.P. to Kristy Panos the Administrative Assistant to the Superintendent.

_____ **Insurance Elections.** After your New Hire Paperwork is complete, you will be able to make your insurance elections through the Employee Navigator. You will receive an email with registration instructions. You will need our company code is: **KRIIISD**

Kirksville R-III School District

Hourly New Hire Check List

Welcome to the Kirksville R-II School District. We are so excited to have you aboard. There will be a few things you will need to do in order to get things started.

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_____ **Insurance Elections.** After your New Hire Paperwork is complete, you will be able to make your insurance elections through the Employee Navigator. You will receive an email with registration instructions. You will need our company code is: **KRIISD**