



Iredell - Statesville Schools

Igniting A
for *Passion*
Learning

**HUMAN RESOURCES DEPARTMENT
New Hire Acceptance of Responsibility**

1. I have been advised by the Employee Benefits Specialist from Human Resources that the position I have been offered is contingent upon my supplying Iredell-Statesville Schools Human Resources with my social security card and valid driver’s license from the state in which I reside. It is Iredell-Statesville Schools’ requirement that we must see the social security card of every employee. I will need to provide the card for visual verification prior to reporting to work.

2. If I am taking my Insurance Enrollment packet and/or my direct deposit form home with me today, I am also responsible for returning it to Human Resources as soon as possible to guarantee my coverage and direct deposit pre-note for _____.

3. I understand that I WILL NOT receive my first paycheck if I have not physically provided my social security card to a Human Resources Representative.

4. I also understand that any subsequent paycheck may be held for failure to submit my health certificate and TB test results within 30 days as required by North Carolina State Law.

Employee Signature

Date

Human Resources Representative

Date