

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **EMPLOYMENT OF CERTIFICATED STAFF** **5:190**

1. A completed and executed criminal background investigation form shall be required as a part of the application for employment process.
2. Prior to the beginning of employment, each new certificated employee shall be required to submit signed copies of the following information or documents to the assistant superintendent for human resources:
  - 1) An official transcript of all undergraduate and graduate work for which credit has been granted.
  - 2) A State of Illinois teaching certificate appropriate to the position for which the individual has contracted and registered for the current school year.
  - 3) Evidence of physical fitness to perform the duties assigned and freedom from communicable disease, including tuberculosis, to be effected by supplying a report of a physical examination and a tuberculin test in accordance with the provisions of Section 24-5 of The School Code.
  - 4) The Board of Education shall reimburse individuals for the expenses incurred for the pre-employment physical examination up to \$50.00, upon receiving a paid receipt from the physician. The district will not make direct payments to the physician.
  - 5) An Illinois Abuse and Neglected Child Reporting acknowledgment.
  - 6) A U.S. Department of Justice Employment Eligibility Verification (I-9)
  - 7) The employee's exact social security number.
  - 8) Appropriate state and federal tax forms.
  - 9) A completed Teachers' Retirement System (TRS) form.
  - 10) Compliance form for Policy 7220 – Glenbrook High Schools Computer and Network Use Employee Rights and Responsibilities.

Adopted: June 18, 1973; Item #4851  
Revised: October 6, 1986  
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