

Dover-Sherborn Public Schools

PR - New Hire Checklist

(Please Print)

Name: _____ (First, Middle, Last)	Position: _____
Address: _____ _____ _____	Date of Birth: _____ Email: _____ Phone: _____
Emergency Contact: _____ (Name) _____, (Relationship) (Phone)	

For PR Use Only

<input type="checkbox"/> EPIMS	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Annualized Salary (Educators Only)
<input type="checkbox"/> Federal Withholding	<input type="checkbox"/> Technology Policy	<input type="checkbox"/> Birth Certificate
<input type="checkbox"/> State Withholding	<input type="checkbox"/> Harassment Policy	<input type="checkbox"/> OBRA (<20 hours/Temporary)
<input type="checkbox"/> Social Security Offset	<input type="checkbox"/> I-9 Form	<input type="checkbox"/> Pine Hill EE's only: Sherborn Checklist
<input type="checkbox"/> NCR for Region & Chickering Non-teaching staff >20 hrs/week	<input type="checkbox"/> MCR for Pine Hill Non-teaching staff >20 hrs/week	

Completed by: _____