



New-Hire Onboarding Checklist

Documents required to complete a hire / placement. Check off as each item is received and verified.

CANDIDATE NAME	POSITION	START DATE
◆ IDENTITY & EMPLOYMENT ELIGIBILITY		
☐ Form I-9, Employment Eligibility Verification (current federal version)	RECEIVED	VERIFIED
<i>Complete Section 1 by day 1; present acceptable List A, or List B + C, documents within 3 business days. Get the current form at uscis.gov/i-9.</i>		
☐ Government-issued photo ID + Social Security card (or acceptable equivalents)	RECEIVED	VERIFIED
◆ TAX WITHHOLDING		
☐ Federal Form W-4 (current IRS version — irs.gov/w4)	RECEIVED	VERIFIED
☐ California Form DE 4, Employee's Withholding Certificate	RECEIVED	VERIFIED
◆ BACKGROUND & SAFETY CLEARANCE		
☐ LiveScan fingerprinting — DOJ + FBI criminal background check	RECEIVED	VERIFIED
<i>Completed at a certified LiveScan location; keep the completed Request for Live Scan (BCIA 8016) with ORI and ATI numbers.</i>		
☐ Certificate of Clearance / fingerprint clearance (CA Comm. on Teacher Credentialing)	RECEIVED	VERIFIED
☐ Background Check & Reference Authorization (agency form) signed	RECEIVED	VERIFIED
☐ Megan's Law / sex-offender registry check acknowledged	RECEIVED	VERIFIED
◆ HEALTH		
☐ Tuberculosis (TB) risk assessment / clearance — dated within required window	RECEIVED	VERIFIED
◆ CREDENTIALS & QUALIFICATIONS		
☐ Copy of teaching credential / permit (if applicable) + official transcripts	RECEIVED	VERIFIED
☐ CPR / First Aid certification (if required for role)	RECEIVED	VERIFIED
◆ AGENCY & PAYROLL FORMS		
☐ Educator Employment Application	RECEIVED	VERIFIED
☐ Professional Reference Form(s)	RECEIVED	VERIFIED
☐ Direct Deposit Authorization + voided check	RECEIVED	VERIFIED
☐ Emergency Contact & Availability Form	RECEIVED	VERIFIED
☐ Employee Handbook / Code of Conduct acknowledgment	RECEIVED	VERIFIED
☐ Mandated Reporter training acknowledgment (AB 1432)	RECEIVED	VERIFIED



New-Hire Onboarding Checklist

Documents required to complete a hire / placement. Check off as each item is received and verified.

◆ REVIEWED BY

STAFFING COORDINATOR	SIGNATURE	DATE