

Orientation Checklist

Date: _____

We need the following documentation for our official records. Please provide us with all documentation PRIOR to your orientation date.

- Copies of 2 FORMS of ID** (Review “List of Acceptable Documents” page)
 - Originals must be physically presented to HR representative
 - U.S. Passport OR Driver’s License with SSN Card preferred.
- TB Test Results**
- Signed Offer Letter**
- Designation of Beneficiary** (Completed Sections A, B, and C; Signatures of 2 Witnesses. Make 2 copies: One for self, One for DCPS)
- Drug-Free Workplace Notification** (Employee Name, Signature and Date)
- Corporal Punishment Notification** (Employee Name, Signature and Date)
- Health Benefits and Group Life Insurance** (Employee Signature and Date)
- Statement of Prior Federal Service** (Completed Sections 1, 2, 3, 4, 8, and 9; additionally 5-7 if have not previously listed Federal Service)
- Department of Homeland Security Form I-9** (Completed Section 1)
- Oath of Office/Emergency Contact Information** (Completed Division, Employee Name, Signature, Date and Emergency Contact Info; HR Representative Signature)
- Authorization To Report To Work (To Retrieve ID Card)** (Completed Employee Name, Address, Telephone, E-mail, Social Security Number, Date of Birth, Position Title, Effective Date, School/office, Oath of Office Date; HR Representative Name and Signature)
- Employee Data Form** (Completed Employee Name, Date of Birth, Position Title, Assigned School/Office, Gender, Race/Ethnicity, Signature and Date)
- 2 Character Reference Letters** (Mirrors a letter of recommendation)