

Part B

Administrative Business Information and Checklist

[Click here to download all forms below](#) or click each form separately

Administrative Business Information & Checklist
Administrative Business Job Family Salary Schedule
Letter of Reasonable Assurance for Administrative Business Job Family
Reference Form (3 copies required)

In addition to the forms and documents required in Part A and B, your position will require that you also bring:

- Any official college or university transcripts and additional documents required by the position that you have accepted.
- **Three Reference Forms** You will need to distribute three reference forms with stamped envelopes addressed to:

Galena Park Independent School District
Human Resource and Communication Services
14705 Woodforest Blvd.
Houston, Texas 77015

Your **three** references should be the administrators who supervised your work and listed in your application. Send these out quickly so that they will arrive by the time you schedule your appointment at HRCS.

- **Service Records This is urgent!!!!** If your experience includes work in another Texas school district, you must provide service record documentation if you are to be placed in the correct salary pay level. Get this to our department quickly so that you can be paid correctly beginning with your first pay check. The idea is to have this document when you come in to submit your paper work. See Part C for service record request forms
- **See Part C for any other forms that you may need.**



GPISD Human Resource and Communication Services
14705 Woodforest Boulevard
Houston, Texas 77015

Administrative Business Checklist

Name: _____ Position: _____

Date of HRCS Appointment: _____ Time: _____

Please circle "Yes" to all forms that you are turning in to HRCS.

- | | | | | |
|----|--|-----|----|----|
| 1. | Social Security Card (copy) | Yes | No | |
| 2. | Drivers License or State I.D. | Yes | No | |
| 3. | Appropriate and valid work authorization if this applies to your immigration status. | Yes | No | NA |
| 4. | Public Information Access Notification | Yes | No | |
| 5. | Form W-4 | Yes | No | |
| 6. | Form I-9 | Yes | No | |
| 7. | Direct Deposit Authorization and Voided Check | Yes | No | |
| 8. | Ethnicity Form | Yes | No | |
| 9. | Submitted fingerprinting receipt | Yes | No | |

If no, when is your scheduled fingerprinting appointment? _____

(May not begin your work assignment without meeting this requirement.)

Part B Forms

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|----|---|-----|----|--|
| 1. | Letter of Reasonable Assurance | Yes | No | |
| 2. | Reference Forms:
Have you provided your three references with the reference form and a stamped envelope? | Yes | No | |

3. Official college transcripts or legible copies of all college work. Please list all colleges attended and noted on your application:

_____	Yes	No
_____	Yes	No
_____	Yes	No
_____	Yes	No

4. Service Records as appropriate for your school District work experience

Please list District(s):

_____	Yes	No	NA
_____	Yes	No	NA

Note:

- **Your personnel file is incomplete until you have provided all required documents.**
- **Make a copy of all forms that you will turn into HRCS prior to your scheduled appointment.**
- **Make note of missing documents and turn them in immediately.**

Employee Signature: _____ Date: _____