

Part B

Administrative Professional Information and Checklist

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

Administrative Professional Information and Checklist

Administrative Professional Salary Schedule

Reference Form (3 required)

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

- If you hold a certificate issued by the State Board for Educator Certification, you must download a recent copy of your Texas Certificate from the State Board for Educator Certification (SBEC) at <https://secure.sbec.state.tx.us/SBECOnline/login.asp>. For assistance call SBEC at 1 512 463 9374 or “chat” found at www.tea.state.tx.us/sbecchat.aspx. Please update your on line information if you have changed addresses, phone number or e-mail address. Bring your certificate with you when you come to complete your hiring paper work.
- **If you are a recently certified** and have passed all required tests but have not yet secured your state certificate, contact your university for their directions on how to proceed in applying for your new credentials. You must bring documentation that you have been recommended for certification by your university if that is a requirement for the job that you have accepted. Go ahead and apply and pay for your certificate prior to your appointment at HRCS. This documentation can be downloaded from the SBEC website when you apply for your new certificate. Refer to the website above.
- Diagnosticians and speech pathologists must provide a copy of their licenses.
- **Official transcripts** from all universities or colleges that you have attended. Please bring one extra Xerox copy for your personnel file. If you are a recent graduate and your degree has not yet been posted, ask your university when it will be posted so that you can request a copy with your degree conferred. We must have your official transcript as soon as it is posted.

- **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 ideal is to have this document when you come in to submit your paper work.
- **See Part C for other forms that you may need.**



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

Administration Professional 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? _____

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

Part B Forms:

- | | | | | |
|----|---|-----|----|--|
| 1. | Reference Forms:
Have you provided your three references with a reference form and a stamped envelope? | Yes | No | |
|----|---|-----|----|--|

2. Certificate or license as issued by the state.
(If recently applied, provide appropriate documentation of application) 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 if possible.**

Employee Signature: _____ Date: _____