

Part B

Manual Trades Information and Checklist

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

Manual Trades Information and Checklist
Manual Trades Salary Schedule
Letter of Reasonable Assurance Manual Trades
References (3 copies)

In addition to the forms in Part A and B, you will need to provide the following documents as appropriate:

- Any license or credential required for the position that you have accepted (i.e., Master Plumber, Master Electrician, HVAC Technician)
- Bus Drivers will need TX CDL
- **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 any additional forms that you may need.**



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

Manual Trades 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 appointment?

Part B Forms

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

3. License or credential (if required for this position as per the job description) Yes No NA

4. CDL (if required for this position as per the job description) Yes No NA

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

Please list District(s):

Yes No NA

Yes No NA

Note:

- **Make note of missing documents and turn them in immediately if possible.**
- **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.**

Employee Signature: _____

Date: _____