

## Part B

### Technology Information and Checklist

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

Technology Information and Checklist  
Technology Salary Schedule  
Letter of Reasonable Assurance  
Reference Forms (3 Required)

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

- Certificate or license required (if any) by the position that you have accepted
- Transcripts of any college or university work completed
- HS Diploma or GED
- **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 service request letters.
- **See Part C for any additional forms that you may need.**



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

## Technology 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:<br>Have you provided your three references with the reference form and a stamped envelope? | Yes | No |  |
|----|---|-----|----|--|

- |    |  |     |    |    |
|----|--|-----|----|----|
| 2. | Certificate or license as required for your position                       | Yes | No |    |
| 3. | High School Diploma or GED   | Yes | No |    |
| 4. | Transcripts (if any)   | Yes | No | NA |
| 5. | Letter of Reasonable Assurance   | Yes | No |    |
| 6. | Service Records as appropriate for your school<br>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: \_\_\_\_\_