Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_EID:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_College: GCTC

Campus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position #\_­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Start Date\_\_\_\_\_\_\_\_\_\_\_\_

Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Application

Original Resume/Vitae  Transcript(s) (required)

Letters of Recommendation  Licenses/Certifications (credential file only)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PAYROLL**

Direct Deposit (PR95)

W-4 Federal Withholding **(2016**)

K-4 KY Employee’s Withholding Exemption Certificate (Rev. 11/13)

Certificate of non-residence, if not a KY resident (42A809 Rev. 3/07)

HR114-All New Hires & Part-Time Employees KTRS Form Rev. 9/2009

**COPY OF SOCIAL SECURITY CARD (REQUIRED FOR TAX REPORTING**

Criminal Background Check

Signed Employment Contract(s)

Completed I-9, with supporting documents (updated 3/8/13)

Outside Employment Approval Request Form (**If applicable**) (HR92 Rev. 9/09)

Workplace Violence Compliance

Nepotism Disclosure Form (HR112)

Harassment-Free Workplace Brochure Acknowledgement Form (HR 120)

KCTCS Administrative and Board Policies Acknowledgement (HR104)

Personal Data Sheet (HR96) **OR** Emergency Contact Information

Drug-Free Policy Notification (HR123)

Computer Account Usage Agreement (HR111)

Workers’ Compensation Guide to Possible Biohazards Form (HR105)