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

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

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

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[ ]  Application

[ ]  Original Resume/Vitae [ ]  Transcript(s) (required)

[ ]  Letters of Recommendation [ ]  Licenses/Certifications (credential file only)

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**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)