

1500 E. 128th Avenue • Thornton, CO 80241 • Office: (720) 972-4068 • Fax: (720) 972-4072

Welcome to Adams 12 Five Star Schools

The orientation packet contains a number of forms that must be filled out and returned at the Pre-Employment Orientation Session. If you are not required to attend Pre-Employment Orientation, please return these forms to the Human Resource Department during regular business hours.

It is a violation of federal and state requirements to report to work before completing certain new hire forms. Form I-9 must be completed in-person with a Human Resources representative on or before your first day of work.

(PLEASE PRINT ALL FORMS ON WHITE PAPER, SINGLE SIDED ONLY)

	FORM	PURPOSE
<input type="checkbox"/>	New Employee Form	Demographic information. Form required for all new employees.
<input type="checkbox"/>	Electronic Funds Transfer – Direct Deposit Form	Direct deposit of pay is required for all employees. Please attach a voided check. If you do not have a voided check or if you are selecting a savings account, your financial institution must complete the form.
<input type="checkbox"/>	Form W-4 Employees' Withholding Allowance	Form W-4 is required for all employees.
<input type="checkbox"/>	Colorado PERA Member Information Form	Adams 12 Five Star Schools is a Colorado Public Employees' Retirement Association (PERA) Employer. This form is required . If you are retired from PERA and receiving monthly retirement benefits, please contact Human Resources for a PERA Retiree form so that proper deductions will be made from your pay.
<input type="checkbox"/>	Statement Concerning Your Employment in a Job Not Covered by Social Security Form SSA-1945	Required for all employees hired after January 1, 2005. Your earnings from this job are not covered under Social Security. Working for a government employer with a pension plan such as PERA may affect the Social Security benefit you receive. This form acknowledges that you have received the information on form SSA- 1945.
<input type="checkbox"/>	Multi Form	Required for all employees. Initial all sections and sign the bottom.
<input type="checkbox"/>	Applicant's Oath	Required for all employees. Answer each question, provide explanation if needed and sign the bottom.
<input type="checkbox"/>	Form I-9 Employment Eligibility Verification	Form I-9 is required for all employees and must be filled out before you begin work. Verifies your eligibility to work in the United States. You will need to bring original identification to Human Resources and have Human Resources staff verify the ID(s). (Allowable documents are listed on the back of the form.) Additional Form I-9 instructions/information can be found on our website.
<input type="checkbox"/>	Fingerprints (if required)	All classified and non-certified administrative employees 18 years of age and older MUST submit fingerprints. Fingerprints are taken in the Human Resources Department either before or just after orientation. Fingerprints are also taken in Human Resources between the hours of 7:30am – 4:00pm Monday through Friday. Fingerprints must be taken before employees begin work. Fingerprints <i>are not required</i> for certified staff since those fingerprints go through CDE.