

Fort Bend Independent School District

New Hire Documents

Credentials list

1. Personnel Initial Record Form
2. W-4 Form
3. Contract of Employment (if applicable)
4. Employment Eligibility Verification (Form 1-9) with proper identification
5. Social Security Card
6. Computer Use form – CQ Policy
7. Social Security Form SSA 1945
8. Handbook Ack Form
9. Deferred Comp 457 (if applicable)

Note: Fort Bend ISD cannot generate a paycheck until these documents has been submitted.

Also, the following documents are required by State Law, District Policy and District Procedures to be maintained in your personnel file and must be submitted immediately.

Items required:

1. Official Transcript from the college or university with the highest degree conferred. For all other colleges or universities attended, we must receive copies. (Transcript must be from an accredited university)
2. Originals of all out of state teaching certificates (no copies).
3. Original Teacher service Record(s) complete and Texas Service Record Form (Salary will be based on the previous experience as verified through original service record submitted. Letters verifying years of employment are not sufficient.)

Thank you

Human Resources.