

## **Substitute New Hires**

After completing the attached documents, bring them to Human Resources along with the following:

1. Valid identification(s) to complete the I-9 in Human Resources (see attached for ID options).
2. Banking information – bring a blank, voided check to Human Resources. If you do not have a check, obtain a printed direct deposit form with your name, account number & routing number from your financial institution. Your name must be on the account.

\*Your fingerprints will be taken in Human Resources.

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:                             <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**



DEPARTMENT OF HUMAN RESOURCES  
 9361 South 300 East Sandy, Utah 84070-2998  
 Phone (801) 826-5500 Fax (801) 826-5374

**PERSONNEL INFORMATION**

Name: \_\_\_\_\_  
(Last) (First) (Middle) (Former Name)

Address: \_\_\_\_\_  
(Address) (City) (State) (Zip)

Telephone: ( ) - ( ) - Social Security: ### - ## -  
(Home) (Cell) (Last 4 Digits)

Date of Birth: \_\_\_\_\_  
(MM/DD/YYYY)

Have you retired from the Utah State Retirement System?  Yes  No

Are you married?  Yes  No

**EMERGENCY CONTACT INFORMATION**

In case of emergency, please notify:

Name: \_\_\_\_\_

Telephone: ( ) - \_\_\_\_\_

Relationship: \_\_\_\_\_

**Where did you learn of this employment opportunity with Canyons School District?**

- |   |   |
|---|---|
| <input type="checkbox"/> Canyonsdistrict.org                                | <input type="checkbox"/> Employee Referral _____<br><small>(Employee Name)</small>            |
| <input type="checkbox"/> Vidcruiter   | <input type="checkbox"/> CSD School _____<br><small>(School Name)</small>                     |
| <input type="checkbox"/> Workforce Services                                 | <input type="checkbox"/> Career Center/Handshake _____<br><small>(University/College)</small> |
| <input type="checkbox"/> Other _____<br><small>(Please List Source)</small> | <input type="checkbox"/> Career Fair _____<br><small>(List Career Fair)</small>               |

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_