



Accelerated Interdisciplinary Academy (Pre K-6)



District

Kevin Hicks, Executive Director

"Challenging Minds and Building Character"

P O Box 20589 – Houston, Texas 77225-0589
Telephone: (713) 283-6298 Fax: (713) 283-6190
School Hours: Mon.-Thurs. – 8:00 a.m. to 5:00 p.m.
Friday Only: 8:00 a.m. to 2:00 p.m.

Personnel Checklist

Please initial when completed and added to file:

- Employment Application
- Recent Resume
- Official Transcript(s)
- High School/Trade School Diploma
- Certification(s)
- References (1) (2) (3)
- Writing Sample w/Results
- Interview Results
- TB Test Results (Within 1 Year)
- Notice of Employment (signed)
- W-4
- Emergency Contact Form
- Felony Statement (signed)
- Staff Orientation (Signed)
- Receipt and Understanding of Staff Policy & Procedures Handbook
- Inventory Form (School Property Checked Out to Staff)
- Other Information as Requested (State Type of Information)

In order to ensure that a payroll check is generated on September 27th, all information listed above and other information requested “as required” must be in the official personnel file at the District Office. **12th Hour Excuses will not be looked upon sympathetically.**

The deadline for submitting ALL information is the 1st Monday in September. All Completed Applications **MUST** be mailed Regular Mail Directly to AIA; Attention HR Dept, P O Box 20589, Houston, Texas 77225-0589. Place Your Return Address on Envelope. AIA District Does Not Accept Certified Mail. All misunderstandings will be processed based on **DOCUMENTED INITIALS & DATES** as required.

A copy of your letter and money order sent to your college or university is sufficient if you cannot acquire and official transcript by September **MUST** provide an official college transcript showing **DEGREE & DATE CONFERRED** within one month of employment or the “salary offered” for the degreed position may be adjusted.

Do not under estimate the importance of the **SIGNED INVENTORY FORM**...at the conclusion of employment **ALL** items **MUST** be accounted for or compensation will be required to be deducted from final payroll check.



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New Employee Checklist

Please initial when completed and added to file:

- Completed Application
- Current Resume
- References Supplied (3) Mailed Directly By Referee
- References Checked
- Criminal History Check
- I-9 Department of Justice
- W-4 IRS Deductions
- Staff Information Record
- Copy of High School Diploma
- All Professional Degrees
- Copy of Certification