



Lind-Ritzville Cooperative Schools

"Achieving success together"



507 North E Street
206 W 3rd St – PO Box 340
Lind WA 99341

209 E Wellsandt Ave
Ritzville WA 99169

Dear Prospective Employee:

We welcome you to the Lind and Ritzville School Districts and hope that your anticipated employment with us will be both rewarding and stimulating not only for you but for the districts as well.

You will find many forms in this packet that must be returned to the district office.

Please check that your packet contains the following forms:

1. Application for employment
2. Form W-4
3. I-9 Immigration Form (Driver's License, Social Security Card)
4. Washington State Sexual Misconduct Disclosure Release
5. Retirement Status Form
6. Character and Fitness supplement
7. Direct Deposit Form
8. CPR/First Aid Training, if yes, please provide a copy of your card.

Forms 1-8 and this form must be turned into the district office.

The district also needs:

- Proof of Fingerprinting: OSPI Verification, Teaching Certificate, or fingerprinting is necessary. You can pick up the fingerprinting card at the District Office.
- Copy of Driver's License and Social Security Card.

Your employment is contingent upon the completion of all forms and the results of the WSP and FBI crime checks (with the exception of kitchen subs who do not need fingerprinting but do need the Food Handlers Health Card.)

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I have read the above statements and understand my employment is contingent upon the completing of all forms and the results of the WSP and FBI crime checks.

Signature

Date