

**WASHOE COUNTY SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS**

INFORMATION REQUIRED - CLASSIFIED

4212.1

All classified employees report to Human Resources and Payroll Office of the school district at the time of or before their employment to complete the following necessary forms:

1. Authorization of employment (PD110 1/76).
2. Current application form.
3. Withholding tax form W-4.
4. Racial/Ethnic card.
5. Personnel record (Nevada State Retirement Board Form), if eligible.
6. Fingerprint card.
7. Employment Eligibility Verification (Form I-9).
8. Such other forms as may be required.

Adopted: 04-11-67
Revised: 05-23-78; 10-27-92
Reviewed: 07-14-98