



**PARKWAY SCHOOL DISTRICT
HUMAN RESOURCES
OPERATIONS STAFF
MEMORANDUM
FROM: LISA POWERS
314-415-8022/FAX: 314-415-8087
lpowers@parkwayschools.net**

Please complete all of the new hire paperwork as soon as possible and return it **in person** to Human Resources, 455 N Woods Mill Road, Chesterfield, MO 63017. Please call me prior to returning the completed paperwork to make sure I am here to review your information (**314-415-8022**). You should bring all of the following:

- **Original identification documents** (see *I-9 Acceptable Documents*) for the I-9 form. Most people bring in a driver's license and social security card OR valid passport. If you are not a U.S. citizen, please bring in your valid Permanent Resident Card or other documentation listed on the *I-9 Acceptable Documents* form.

You will fill out the I-9 form in the HR office.

- **Voided check** for direct deposit (or something from your bank/financial institution showing your routing and account number)

After you are hired, you will need to complete required trainings. You will receive an email after the hiring process is completed with the link to these trainings.

If you have questions, please feel free to contact me at the above email address. Thank you!