



710 17th Street SW
Faribault, MN 55021

NEW EMPLOYEES

Congratulations on and welcome to your new position with the Faribault Public Schools! We are delighted to have someone with your talent and enthusiasm helping us to educate students in our district. Outlined below is the information we need to have in your personnel file in order to have you officially hired by our School Board. You may have uploaded some of them with your application when you applied; in that case you do not need to bring the uploaded documents.

- Letter of Application
- Online Application
- Minnesota Teaching License (if applicable)
- Resume
- Official Certified Transcripts – if applicable. (Be sure to request them from your college asap if you do not have them.)
- Current Letters of Recommendation
- Background Check
- Direct Deposit Verification Form
- I-9 Alien Form
- W-4 IRS Form
- Social Security Card

When you come in, please bring your **social security card** and **two forms of ID** to fill out an I-9 Employment verification form. Also, please bring with you a voided check or deposit slip for direct deposit, and \$20.00 for your background check. *(If you have access to a background check that has been completed within the last 6 months, you can bring that instead.)*

If you have any questions or need any further information, please email me at: bbudahl@faribault.k12.mn.us. I am always happy to help.

Respectfully,

Barb Budahl
Human Resource Specialist

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AN EQUAL OPPORTUNITY EMPLOYER