

Important Information from Dothan City Schools

Dear Substitute Employee,

Dothan City Schools is pleased to announce that Kelly Educational Staffing® (KES) has been selected to coordinate and manage our substitute program for teachers, aides, nurses and custodians. ***First and foremost, please be assured that you are valued contributors to our district.***

Future substitute needs will be filled by **Kelly Educational Staffing**. They will conduct meetings to answer any questions you may have, go over the hiring process, and administer any applicable paperwork. Attendance is required to transfer your employment and to work in our district. Once you have decided on a date, you must call the local Kelly Educational Staffing office at **334-671-0047** to register. At that time, you will receive instructions on completing your application.

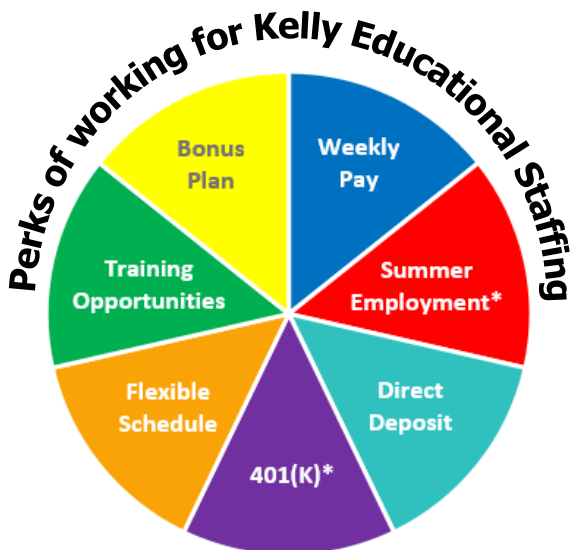
We encourage you to contact Kelly Educational Staffing regarding any concerns or questions that you may have during this transition period, or if you are unable to attend one of the scheduled meetings. Kelly representatives can be reached at **334-671-0047** and are dedicated to making your Kelly employment a rewarding experience.

We hope that you enjoy the many perks and opportunities with Kelly Educational Staffing. Thank you for your hard work, your commitment to Dothan City Schools and your continued cooperation. We are excited about our partnership with Kelly Educational Staffing and look forward to working with both them and you!

Best Regards,

| DATE | LOCATION | TIME |
|---|--------------------------------------|---------------------|
| July 23 rd or 25 th | Highlands Elementary | 9am-11am or 1pm-3pm |
| July 30 th or August 1 st | Carver School of Math, Science, Tech | 9am-11am or 1pm-3pm |
| August 6 th or 8 th | Hidden Lake Elementary | 9am-11am or 1pm-3pm |

Dothan City Schools



Items to bring to Orientation Meeting:

Proof of your eligibility to work in the United States (e.g., a passport or two forms of identification, such as a driver's license and a Social Security card). Please check with the KES office prior to attending if you have different documents than what was described.

If bank information is not submitted during online application process, you will need to bring a voided check for a checking account or a bank letter for a savings account.

Copies of any teacher or substitute licenses, permits, or certifications

ACCEPTABLE DOCUMENTS FOR COMPLETING FORM I-9

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

| LIST A Documents that Establish Both Identity and Employment Authorization | OR | LIST B Documents that Establish Identity | AND | LIST C Documents that Establish Employment Authorization |
|--|----|--|-----|--|
| <ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI | OR | <ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record | AND | <ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security |