

PGCPS Employee Staff Requirements

____ Current Resume

____ Driver's License or U.S. Passport

____ Contractor Information Form

____ PGCPS Employee Verification Form

____ W-9 Form - Click Here <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

____ Confidentiality Agreement Form

____ Direct Deposit Form

Contractor's Information Form

Employee/Contractor Information

Full Name: _____
Last Name *First Name* *Middle Initial*

Gender: _____ SSN: _____ DOB: _____

Address: _____
Street address *Apartment/Unit Number*

_____ _____ _____
City/Town *State* *Zip Code*

Home Phone: _____ Cell Phone: _____

Email Address: _____

Emergency Contact Information

Full Name: _____
Last Name *First Name* *Middle Initial*

Home Phone: _____ Cell Phone: _____

Email Address: _____

Relationship: _____



PGCPS Employee Verification Form

I verify that I, _____ am a current Prince George's County
Name of Employee

Public Schools (PGCPS) employee currently working at _____
Name of School

As a result, I have met all federal, state, and Child Protection Registry clearance requirements necessary to work with students.

Principal's Name: _____

Principal's Email Address: _____

Principal's Telephone #: _____

Employee's Signature

Date

Principal's Signature

Date



CONFIDENTIALITY AGREEMENT

Confidentiality Agreement

It is required that complete confidentiality is maintained concerning youth and children committed to care through DC's Child and Family Services Agency. Client identity, client needs, client referrals, and any other matters related to clients must be kept confidential. I agree to maintain the confidentiality of YOUTH NOW!.

Liability Release

Contractors must agree to release and discharge YOUTH NOW!, its directors, officers, employees, and agents from any and all manner of causes of action, suites, claims, and demands, in law or in equity, that the volunteer or heirs, executors, administrators, or assigns may have arising from any cause whatsoever in connection with the contractor's participation with YOUTH NOW!.

Photo and Name Release

Tutors/Mentors may have their photographs taken during agency functions, events and while performing their tutoring/mentoring activities. These photographs are used to document activities internally throughout the agency. A Tutor/Mentor photograph, likeness and/or name may be placed in an agency publication, on the website, on a display or bulletin board, or in a PR piece promoting agency programs.

_____ I do not wish to have my photo used by YOUTH NOW!

Name (Print)

Signature

Date

Direct Deposit Form

®

Employee Direct Deposit Authorization

Instructions

Employee: Fill out and return to your employer.

Employer: Save for your files only.

This document must be signed by employees requesting automatic deposit of paychecks and retained on file by the employer. Do **not** send this form to Intuit. Employees must attach a voided check for each of their accounts to help verify their account numbers and bank routing numbers.

Account 1

Account 1 type: Checking Savings

Bank routing number (ABA number): _____

Account number: _____

Percentage or dollar amount to be deposited to this account: _____

Account 2 (remainder to be deposited to this account)

Account 2 type: Checking Savings

Bank routing number (ABA number): _____

Account number: _____

attach a voided check for each account here

Authorization (enter your company name in the blank space below) _____

This authorizes _____ (the "Company") to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

Authorized signature: _____ Employee ID #: _____

Print name: _____ Date: _____