

The School District of DeSoto County

Human Resources



Employee/Volunteer/Vendor Processing

When you choose to be a volunteer, vendor, or have been selected for a position, you must begin the proper process.

Call the School District of DeSoto County to set up an appointment for processing and fingerprinting with Human Resources at 863-494-4222, ext. 194. During this appointment, you will complete your employment paperwork such as W-4, I-9, health insurance enrollment and other district specific forms. You will also be fingerprinted at that time.

Fingerprinting is required. The fee is \$57.25 (unless you are a **volunteer**, or have been fingerprinted in **another school district**) and can be paid for by VISA, MC, debit card, or money order made payable to Fingerprint Services, LLC.

Please come prepared! Be sure to bring your driver's license, social security card, and a voided check or savings deposit slip for mandatory direct deposit. Also, please be able to provide the social security numbers and date of birth for dependents and beneficiaries listed on your insurance enrollment paperwork.

A copy of your social security card will be taken and used for the following purposes:

- Employment eligibility form (I-9)
- IRS form W4
- Fingerprint payment processing, including shared fingerprint process
- Health insurance paperwork
- Teacher certification documents