



All Students Developing and Reaching Their Potential

2008 N. 155<sup>th</sup> Street • Basehor, KS • 66007 • P. 913.724.1396 • F. 913.724.2709

**THE FOLLOWING FORMS MUST BE TURNED IN BEFORE YOUR NAME  
CAN BE PLACED ON THE ACTIVE SUBSTITUTE CALLING LIST:**

- 1) COMPLETED APPLICATION
- 2) INFORMATION FORM
- 3) BACKGROUND AUTHORIZATION
- 4) TB TEST RESULTS
- 5) EMPLOYMENT VERIFICATION FORM (I-9)
- 6) RACE/ETHNICITY FORM
- 7) W-4 FORM
- 8) K-4 FORM
- 9) DIRECT DEPOSIT FORM WITH VOIDED CHECK ATTACHED
- 10) COPY OF DRIVER'S LICENSE
- 11) COPY OF SOCIAL SECURITY CARD
- 12) KANSAS TEACHING LICENSE

**THESE MAY BE RETURNED BY MAIL OR IN PERSON AT:**

2008 N 155<sup>TH</sup> ST  
BASEHOR, KS 66007

**BY FAX:** 913-724-2709

**BY EMAIL:** LWOODS@USD458.ORG

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:**

LESLIE WOODS  
LWOODS@USD458.ORG  
913-724-1396

David Howard  
Superintendent

Sherry Reeves  
Assistant Superintendent

<http://www.usd458.org>