

Katy ISD Lifeguard Hiring Process

The hiring process is a 4 step process after submitting an application. Be on the lookout for a series of emails from our Human Resources Department.

First, you will receive an email about setting up an appointment to get your fingerprinting done. All KISD employees are registered with the TEA and fingerprinted as part of their background check. **Applicants must have a valid ID to be fingerprinted.** A valid ID can be either a drivers license, drivers permit, passport, state Minor's ID. This will cost you about \$55 to complete. There will be a link in the email to set-up this appointment. (MAKE SURE TO READ THE ENTIRE EMAIL BEFORE CLICKING ON THE LINK). Please note the HR Department does fingerprinting without an appointment, this information will be in the email sent by an HR Representative.

Second step is to fill out on-line documents. You will also receive an email with instructions to get these done. One of these documents is a direct deposit form to have your paycheck direct deposited. If you do not have a bank account I suggest getting one set up now so you are ready to complete these forms. One of the on-line forms will need to be notarized...I can help you with this form if you let me know you need it.

The **third** step is to attend a "New Hire Meeting" also called an "Employment Verification Meeting" at the HR Department. Again you will receive an email about this as well. You will need to make sure to have the notarized form with you for this meeting and also your ID and social security card. The HR office has staff that can notarize the affidavit form, at the time of your New Hire Meeting.

And the final step after all previous steps are complete, you will be invited to attend a "Lifeguard Orientation". This will be your first paid shift as a Katy ISD Employee. This invite will come via email from Sara Guthrie, Aquatics Coordinator.

At any time you have any questions regarding the hiring process please don't hesitate to call me.

For Questions or Concerns contact:
Sara Guthrie, Aquatics Coordinator for Katy ISD Athletic Department
SaraNGuthrie@KatyISD.org
281-396-7779

