



## Welcome to LFA

We are excited for you to join our team! Please complete the checklist of items as part of your employment.

- If you have not completed an online application, start your employment paperwork by following this link: [ADP New Hire](#).
  - Summer Camp student employees should follow this link: [Summer Camp Employment](#).
- You will then receive another email to set up your [ADP account](#) and complete your personal and tax information, as well as direct deposit.
- Prior to or on your first day of employment**, LFA requires that employees provide identification required for proper I-9 documentation. This may include either a US Passport or both your drivers license and social security card, but you may refer to this full list of [acceptable documents](#).
- All new hires, ages 18 or older, must have fingerprints taken at LFA by our Campus Safety Manager, Norm Sydnor. He can be reached at [nsydnor@lfanet.org](mailto:nsydnor@lfanet.org) to schedule an appointment.
- Please provide a copy of your driver's license in order to be eligible to drive school vehicles.
- Create an account on [Crisis Go](#) for LFA's emergency communications and anonymous tip line.
  - Download the Crisis Go app on your mobile device and enter your login information.
- Sign the [IL DCFS Mandated Reporter Acknowledgement Form](#)
- Complete a [Vehicle registration form](#)

Please do not hesitate to reach out with any questions!

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