DEARBORN PUBLIC SCHOOLS

HUMAN RESOURCES OFFICE
18700 AUDETTE
DEARBORN, MI 48124
INSTRUCTIONAL PERSONNEL

Date of Interview: _____

Name: _____School_____

Position_____

The position for which you are being hired requires that certain documents be on file in your personnel record. Please complete the task below and process the documents immediately.

Forms are available at: http://humanresources.dearbornschools.org/new-hire-information-for-instructional/

Tasks to be completed

____ Complete your On-line Application (https://www.applitrack.com/resa/)
____ Upload unofficial transcripts with online application
____ Order Official College Transcripts and bring to interview in a sealed envelope, have your university mail it to 18700 Audette St., Dearborn, MI 48124, or emailed to hardoid@dearbornschools.org
____ Bring to your appointment three Professional Letters of Recommendation (if not uploaded with online application)
____ Bring to your appointment MTTC Test Scores for ALL Endorsed Areas

Call (313) 827-3206 to schedule an appointment for your fingerprints as soon as possible.

____ Fingerprints (Scheduled Time/Date: _____)

Note: If fingerprints are on file with another public school district Dearborn will request your records.

Forms to be completed by you and your Doctor and brought to your appointment, if possible

____ Tuberculin Test ____ Health Form (Physical)

Forms for you to print, sign, and bring to your appointment

____ Public Act 68 Form

____ Tax Withholding Form (U.S.) ____ Tax Withholding Form (State)

____ Release of Information Waiver

____ Consent Form for Background Investigation

____ Direct Deposit Form

____ Designation of Beneficiary (Life Insurance Beneficiary)

____ U.S. Department of Education Ethnicity Survey

____ Bilingual Agreement (if applicable)

Additional Items to bring to your Interview

____ Original Teaching Certificate ____ Driver's License ____ Social Security Card ____ Official Transcripts (in a sealed envelope)