

**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](mailto:hardoid@dearbornschools.org)
- \_\_\_\_ Bring to your appointment three Professional Letters of Recommendation (if not uploaded with online application)

*Call (313) 827-3070 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)