

Mason County Eastern

New Employee Check List

All Employees:

- Employee Confidentiality Agreement
- Pre-Employment Investigation and Physical Examination Applicant Acknowledgement, Authorization, Consent, and Release
- Request/Consent For Release of Information From Current or Former Employer
- Pursuant to Public Act 68 of 1993 and Public Act 83 of 1995
- Form I-9 Employment Eligibility Verification
- Copy of Driver's License
- Copy of Social Security Card
- Michigan New Hire
- Federal W4
- State W4
- Direct Deposit Form
- Fingerprint Forms
 - Authorization for Fingerprint Request (If fingerprints are at other school district)
 - Authorization for Criminal Request (If fingerprints are at other school district)
 - Mason Co. Sheriff Fingerprint Form (If you have **not** been fingerprinted by another school district)
- New Hire Retirement Form (Do not complete if already enrolled in Michigan Retirement System)
- Insurance Member Application (If qualified for insurance)
- Beneficiary Designation Form (If qualified for insurance)

Teachers Only:

- Teacher Certificate
- Copy of MTTC
- Highly Qualified Teacher Report (Fill out form for you education qualifications)
- Transcripts