

Required Items		For Convenient Tracking	Date Submitted by Applicant/New Employee
When applying for an MISD job, all applicants must provide:	Application for Employment	<input type="checkbox"/>	
	<i>Resume</i>	<input type="checkbox"/>	
	<i>Copy of Driver License</i>	<input type="checkbox"/>	
	<i>Official Transcripts</i>	<input type="checkbox"/>	
	<i>Copy of SS Card or Passport</i>	<input type="checkbox"/>	
	<i>All applicable certificates</i>	<input type="checkbox"/>	
	Conflict of Interest Statement	<input type="checkbox"/>	
All new hires must complete, sign and return these forms:	Receipt of Benefits Booklet	<input type="checkbox"/>	
	Bus. Off. Procedure Receipt Form	<input type="checkbox"/>	
	Confidentiality Statement	<input type="checkbox"/>	
	Direct Deposit Form	<input type="checkbox"/>	
	DPS Background Forms (2)	<input type="checkbox"/>	
	Emergency Contact Stmt	<input type="checkbox"/>	
	Emp. Handbook Receipt Form	<input type="checkbox"/>	
	I-9 Form	<input type="checkbox"/>	
	Job not covered by SSA	<input type="checkbox"/>	
	Personal Records Release	<input type="checkbox"/>	
	Pre-Employment Affidavit	<input type="checkbox"/>	
	W4 Form	<input type="checkbox"/>	
	<i>Copy of Voided Check</i>	<input type="checkbox"/>	
Supplemental Duties Assignment, if applicable	<input type="checkbox"/>		