



MARTIN LUTHER KING, JR. EDUCATION CENTER ACADEMY

Applicants Checklist

- Application
- Resume
- Driver's License
- Social Security Card
- Employment Verification Forms with complete address of former/current employer(s)
- Plan of Work for Michigan Teacher Certification (noncertified)
- Original Michigan Teaching Certificate, 90-day letter or Temporary Authorization (Notarized)
- Official Transcript(s) in a sealed envelope from university/college (when possible to expedite process)
- Final Student Evaluations from College Supervisor and Supervising Teacher
- Sample Lesson Plans/Portfolio
- Three (3) letters of Recommendation
- Medical Clearance/TB Test
- FBI Clearance/Livescan Fingerprint Request
- I-9
- Unprofessional Conduct

Payroll

- | | |
|--|--|
| <input type="checkbox"/> Contract | <input type="checkbox"/> New Hire Retirement Plan Election |
| <input type="checkbox"/> Job Description | <input type="checkbox"/> Employee Handbook |
| <input type="checkbox"/> W-4 | <input type="checkbox"/> Parent Handbook |
| <input type="checkbox"/> Deduction Authorization forms | <input type="checkbox"/> MLKEC/A Brochure |
| <input type="checkbox"/> Payroll Authorization & Automatic Deposit | <input type="checkbox"/> Calendar |
| <input type="checkbox"/> Payroll My Pay Statement Instructions | |