

## HIRING CHECKLIST

- Application/School Spring Profile \_\_\_\_\_
- Cover letter \_\_\_\_\_
- Current Resume \_\_\_\_\_
- All ORIGINAL College and university transcripts \_\_\_\_\_
- 3 letters of recommendation \_\_\_\_\_
- Copy of teaching/administrative license \_\_\_\_\_
- CORI check \_\_\_\_\_
- Fingerprints / Suitability Determination \_\_\_\_\_
- Copy of internal posting and/or external ad \_\_\_\_\_