

Cambridge Public Schools

NEW SUBSTITUTE TEACHER EMPLOYMENT CHECKLIST

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Employment/Payroll Forms

- New Hire Employment Data Form
- W-4: Employee's Withholding Allowance Certificate (for federal tax withholding)
- M-4P: Massachusetts Withholding Exemption Certificate (for state tax withholding)
- Form I-9: Employment Eligibility Verification (*you must personally present one or more original forms of identification - see I-9 Form, page 4 for a list of acceptable documents*)
- CORI Request Form (Criminal Offender Record Information Form)
- Direct Deposit Request Form
- Voluntary Affirmative Action Form
- Mandatory Deferred Compensation Enrollment Form
- Substitute Designation Form (for specifying availability)
- State Ethics Commission Acknowledgement Form

Employment Documentation

- Substitute Teacher Application
- Resume
- Copy of Undergraduate Transcript(s) (transcripts must state that the degree was conferred and the degree conferred)
- Three (3) letters of reference

Documents to Enroll in Employee Benefits Plans (for Building or Extended Term Substitutes Only)

*(You must apply for benefits within thirty (30) days of your employment start date)*

- Copy of civil Marriage License if covering spouse
- Copies of birth certificates of dependent children to be covered
- Social Security numbers of spouse and/or dependents to be covered