

Cambridge Public Schools

NEW TEACHER EMPLOYMENT CHECKLIST

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
- Form SSA-1945 (Statement regarding Social Security)
- NCLB Highly Qualified Teacher Status Form
- State Ethics Commission Acknowledgement Form

Massachusetts Teachers Retirement System Enrollment

- Massachusetts Teachers Retirement System (MTRS) Enrollment Form
 - Contact the Office of Human Resources at 617-349-6443 or 617-349-6437 to obtain preregistration information
 - Enroll on-line at <https://mtrs.trb.state.ma.us/eep/59enroll.htm>
 - Print out the form after completion, submit to MTRS electronically, and then submit the signed form to the Office of Human Resources.

Employment Documentation

- Teacher Application
- Resume
- Official Transcripts (transcripts must state that the degree was conferred and the conferral date)
- Proof of Massachusetts Teacher licensure
- Letters verifying prior teaching experience (must be an original document on official letterhead and state inclusive dates employed and position)

Documents Required to Enroll in Employee Benefits Plans (*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