



# General MCPS Application Checklist

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## **Resume**

- Attach the most updated copy

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## **Transcripts**

- Unofficial is acceptable
- If hired, then we will need an official transcript

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## **References**

- Three (3) supervisory references
- No colleagues will be accepted

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## **Job List**

- List all jobs since graduation
- Include months and years in role
- Employment history in application must match resume

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## **Gaps In Employment**

- If Yes, please Indicate Then explain the reason why

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## **Licensure**

- Active copy of your license;
- Or Praxis Test Passing Scores

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## **If your degree was obtained outside the U.S.**

- Foreign Creditional Evaluation