

LYNN PUBLIC SCHOOLS

Administrative Offices - 100 Bennett Street, Lynn MA 01905
Tel. (781) 593-1680



New Employee Application Instructions Important Applicant Information

Please Note: Once your New Employee Forms application packet (available for download on our website) is complete we will be processing new hires Monday thru Wednesdays from 8:30 AM until 1:00 PM each week thru August 23rd, 2017.

Please bring **(2) two** of the following forms of identification with you:

- Driver's License
- Social Security Card or Official Birth Certificate
- Current Passport

Please bring **ORIGINAL COLLEGE TRANSCRIPTS** in a sealed envelope.

Prior Teaching experience for salary consideration:

- Verification of prior full time teaching experience from the district you worked on their letterhead.

Please print, complete, and return the following forms:

- New Employee Forms
- Receipt of Completed Mandatory Fingerprinting

Please keep for your records the following items:

- Lynn Public School Policies and Procedures