

INTERNAL APPLICATION CHECKLIST

The following **must** be included in your Application Packet:

- Completed Letter of Interest
- Current Resume
- Copy of High School Diploma / GED Certificate, or
- Official transcript(s) from colleges/universities attended (in a college-sealed envelope)
- Any other supporting documentation as requested on the job announcement

Return completed application and supporting documentation by mail or in person to:

Detroit Public Schools – Welcome Center
New Center One Building
3031 W. Grand Boulevard (1st Floor)
Detroit, MI 48202

YOUR APPLICATION WILL NOT BE PROCESSED OR CONSIDERED UNLESS SUPPORTING DOCUMENTATION (INCLUDING CURRENT RESUME), IS SUBMITTED WITH THE COMPLETED LETTER OF INTEREST.

