

How to Be a Coach/Advisor in the Mountain Lakes School District:

1. Apply to an open [position in AppliTrack](#).
2. Be sure to submit a teacher or [substitute teacher certification](#) with your application.
3. Upload your [proof of fingerprinting](#) for the MLSD.
4. Once a recommendation for hire has been made, please submit all required new hire paperwork listed below promptly.
 - [Federal W4](#)
 - [State W4](#)
 - [NJ Sexual Misconduct/Child Abuse Disclosure Form](#)
 - [Federal Form I-9](#) (Employment Authorization Form) Original form(s) of ID chosen must be presented in person.

The following forms can be found in links in the application:

- TB/Mantoux Test Form (in application)
(if you had a TB/Mantoux test completed for another school district in NJ, we can accept the results of that test)
- Direct Deposit Form (in application)
- Emergency Contact Form (in application)

Please DO NOT email any paperwork, district email is not encrypted.