

APPLICATION CHECKLIST

REQUIRED FOR INTERVIEW

- A copy of your High School (HS) Diploma or GED (HS Transcript preferred)
- ACT WorkKeys Scores (Applied Mathematics, Reading for Information, Locating Information)

NOTES: The Michigan MEAP - MSTEP transcript sometimes contains ACT WorkKeys scores. If you have not taken the WorkKeys Assessment, [click here](#) to find out [where you can take the test](#). Arrangements can be made with the MI BAC Training Center to schedule taking WorkKeys Assessments at the Training Center in Lansing. The Training Center offers no guarantee that the assessments will be completed in time for the applicant to be scheduled for an interview.

- Copy of birth certificate
- Copy of valid driver's license

Upload documents with your application or fax to 517-886-5450.

NOT REQUIRED BUT ELIGIBLE FOR CONSIDERATION

- Resume
- College transcripts
- Certifications, achievements, etc.
- Military Transcripts/DD214