

**APPLICATION FOR:**

**PARAPROFESSIONAL / INSTRUCTIONAL ASSISTANT**

|  |  |
| --- | --- |
| Name:  | Date: |
| Address: | Email: |
| City, State, Zip Code | Telephone Number: |

**Section A: Highly Qualified**

Applicant must meet one of the following employment requirements:

1. \_\_\_\_\_32 college academic credits [attach unofficial transcripts]
2. \_\_\_\_\_AA degree or higher [attach unofficial transcripts]
3. \_\_\_\_\_Pass the ETS Parapro Assessment with score of 460 or higher [attach results; applicant is responsible for assessment fees]

**Section B: Background Information**

*Note: If you answer “yes” to any of the following questions listed in this section, please explain in a confidential letter.*

* Have you ever been convicted of a felony? { } Yes { } No
* Have you ever had a suspended sentences or been given a withheld judgment in regard to a crime involving moral turpitude? { } Yes { } No
* Are you aware of any information about yourself which might tend to reflect unfavorably on your reputation, morals, character or ability as a prospective employee of Sugar-Salem School District? { } Yes { } No
* English is my native language { } Yes { } No
* I am fluent in additional languages (please list:) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Education:**

|  |  |  |
| --- | --- | --- |
| Institution | Attendance Date(s) | Degree |
| HS |  |  |
| College |  |  |
| College  |  |  |
| Other: |  |  |

**Work Experience:**

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Employer | Supervisor/phone | Dates |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section C: Position Desired**

*Mark all that apply:*

 Department(s): \_\_\_\_\_ESL/Migrant \_\_\_\_\_Title 1A \_\_\_\_\_Special Ed.

Focus Area(s): \_\_\_\_\_ Academic \_\_\_\_\_Behavior \_\_\_\_\_Clerical

Student preference (rank 1-5): [\_\_] Preschool [\_\_] K-2 [\_\_] 3-5 [\_\_] 6-8 [\_\_] 9-12

*Hours available to work between 7:45 am to 3:00 pm:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
|  |  |  |  |  |

**OR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday |
| ***Daily between***: {mark either or both}[ ] 8:00-11:30 AM ***and/or***  [ ]11:30 AM to 3:00 PM |

**Section D: References**

List three references we may contact that would have knowledge about job-related performance.

*Note: These references cannot be family members.*

|  |  |  |
| --- | --- | --- |
| Name  | Title | Contact number  |
|  |  |  |
|  |  |  |
|  |  |  |

**Section E: Skills and Qualifications**

List skills you have acquired as well as specific training that you have obtained that would better qualify you for this position:

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| --- |
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**Section F: Certification**

* I certify that answers given herein are true and complete to the best of my knowledge.
* I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.
* I hereby permit school district officials to contact listed references and supervisors of prior employment whether listed or not on this application. I hereby understand and acknowledge that any employment relationship with the District is of an “at will” nature which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that the nature of this “at will” employment relationship may not be changed by an act unless such change is specifically acknowledged in writing by the Board of Trustees of the District.
* In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understood, also that I am required to abide by all rules, regulations, and policies of the District.

|  |  |
| --- | --- |
| **Signature of Applicant** | **Date** |
|  |  |