

**SEMINOLE COUNTY SCHOOLS
APPLICATION FOR EMPLOYMENT**

Paraprofessional **Substitute Teacher** **Secretary** **Bookkeeper** **Nurse**

Date of Application _____

Name _____ Social Sec. No. _____
 First Middle Last

Address _____ Home Phone: _____

City _____ State _____ Zip _____ Work Phone: _____

Check your highest level of education and provide a copy of diploma or other proof:

- GED Certificate High School Diploma College-No. of Yrs. _____
- 4 Year College Degree Expired GA Teaching Certif. Valid GA Teaching Certificate

List your last 2 employers (Name, Address, Phone No. and job title)

- (1) _____
- (2) _____

Can we contact your former employer? (Y/N) _____

List 3 personal reference not related to you (Name, Address, Phone No.)

- (1) _____
- (2) _____
- (3) _____

List any experience related to this job:

Check each school where you would be willing to work:

- Elementary School (PreK-5) Middle School (6-8) High School (9-12)

Paraprofessionals must be HQ with 2 year degree or passed GACE Assessment

Substitute Teachers ONLY: Once you have completed the required 4 hour R.E.S.A. training course, you will be placed on the authorized substitute list. However, you must schedule an interview with Principal of each school you selected above.

The Seminole County Board of Education does not discriminate on the basis of color, race, sex, religion, age, national origin, or handicap in its employment practices.

SEMINOLE COUNTY SCHOOLS
800 Woolfork Avenue
Donalsonville, Georgia 39845
229/524-2433 (Phone) 229/524-2212 (Fax)

SUBSTITUTE TEACHER/SECRETARY/PARAPROFESSIONAL APPLICATION

Dear Applicant:

Thank you for your interest in applying for employment with Seminole County Schools. In order for your application to be placed in our active files, the following requirements must be met:

- You must hold at least an Associates of Art (AA) degree, Associates (AS) Degree or have 60 semester hours.
- You must send a copy of your college transcript indicating that you have been awarded an AA, AS degree or have completed 60 semester hours.

OR

- You must have passed the ParaPro Assessment that is required in response to the federal legislation known as No Child Left Behind, which was signed into law by President Bush in January, 2002. You may obtain information about this test on the web at www.gace.nesinc.com or contact our Personnel Office.

OR

- Have 5 years of secretarial/clerical experience (*for secretaries only*) – please read and sign Social Security, page 2.
- Your application must be filled out completely.
- The criminal record background check permission form and the Seminole Country Code of Conduct form must be signed. If you are hired, you will be required to be fingerprinted by our sheriff's department at your own cost.
- Form W-4 and Form G-4 must be completed and signed.
- You must send a photocopy of two forms of identification for our records. These can be driver's license and social security card.
- Return your completed application to Personnel located in the Central Office.

When your application package is complete, it will be placed in our active files. When a vacancy occurs, our principals look through these files to select qualified candidates whom they wish to interview. If you are selected for an interview, you will be contacted directly by the principal. All current paraprofessional openings are advertised and posted in each Seminole County school, Donalsonville News, or you may contact Juree T. Hornsby, 229/524-2433 – we will be glad to assist you.

ALL INFORMATION PROVIDED WILL BE PUBLIC RECORD AND WILL BE RELEASED UPON REQUEST, UNLESS EXEMPT OR CONFIDENTIAL.

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SUBSTITUTE TEACHER EMPLOYMENT POLICY

I, _____, understand that as a substitute teacher with Seminole County Schools, I will work on an “AS NEEDED” basis only. I also understand that I can only work during the times school is in session. I do not work on school holidays and summer vacation and I do not receive pay for these days. I further understand that Seminole County Schools is not obligated to use me as a substitute teacher, even though I have completed the application process.

Signature

Date