

**COLDWATER COMMUNITY SCHOOLS  
PARAPROFESSIONAL APPLICATION**

**BUILDING APPLYING FOR \_\_\_\_\_**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone ( ) \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Social Security # \_\_\_\_\_

How long have you resided at your current address? \_\_\_\_\_ Present or Last Salary \_\_\_\_\_ Are you now employed? \_\_\_\_\_

When will you be available to start work? \_\_\_\_\_

**EDUCATION:**

High Schools & Colleges	Location	Dates Attended	Degree Rec'd	Majors	Minors
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**DO YOU MEET ANY OF THE HIGHLY QUALIFIED REQUIREMENTS FOR THIS POSITION:**

Option 1: (please provide copies of transcripts)

Completed at least two years of study at an accredited institution of higher education (equal to 60 semester hours). **Y or N**

Option 2: (please provide copies of transcripts)

Obtained an associate degree (or higher) from an accredited Institution. **Y or N**

Option 3: (please provide copies of test results)

Meet a rigorous standard of quality and demonstrate through the passage of an approved formal state academic assessment (ex. MTTC, ACT, MME). **Y or N**

**Current State Board of Education Approved Assessments:**

• College Board's SAT – Must score at least a 480 in evidence-based reading and writing and a 530 in math. **Y or N**

• ETS Parapro Assessment – A passing score of 460 is required. **Y or N**

**IF YOU DO NOT CURRENTLY MEET ONE OR MORE OF THE ABOVE REQUIREMENTS, ARE YOU WILLING TO TAKE THE ETS PARAPRO ASSESSMENT?** (Applicant will be responsible for cost). **Y or N**

**EMPLOYMENT HISTORY (list most recent first)**

Employer	Address	Date Employed	Position	Reason for Leaving
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**MILITARY SERVICE:**

Branch \_\_\_\_\_ Rank \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

(continued other side)

**REFERENCES:**

Names	Address	Phone	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Can you perform the duties of this position \_\_\_\_\_ without accommodations or \_\_\_\_\_ with accommodations?

**OTHER QUALIFICATIONS:**

Please explain any of your other qualifications which may be helpful in performing the duties of the position. Do not mention age, sex, marital status, religion, race, color, or national origin.

Pursuant to Public Act 68 of 1993, I \_\_\_\_\_ represent that (check one below)

I have not been convicted of, or pled guilty or nolo contendere (no contest) to any crime.

I have been convicted of or pled guilty or nolo contendere (no contest) to the following crimes. **List all.**  
(Use a separate sheet to explain the nature of conviction, date, and court).

- a)
- b)
- c)

I understand and agree that pursuant to Public Act 68 of 1993:

1. the Board of Education of the school district (the "School") must request a Criminal History Check on me from the Central Records Division of the Michigan State Police and the Federal Bureau of Investigation: and
2. until both reports are received and reviewed by the School, I am regarded as a conditional employee: and
3. if the report received from the Michigan State Police and/or the Federal Bureau of Investigation is not the same as my representation(s) above, respecting either the absence of any conviction(s) or any crimes of which I have been convicted, my employment contract is voidable at the option of the School.

I HEREBY AUTHORIZE THE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION. PERMISSION IS GIVEN TO CONTACT REFERENCES AND EMPLOYERS AND TO COMPLETE A CRIMINAL HISTORY SEARCH PURSUANT TO THE PRE-EMPLOYMENT SCREENING PROCESS. I UNDERSTAND THAT THIS APPLICATION WILL BECOME PART OF MY PERMANENT FILE AND THAT ANY MISREPRESENTATION, MISLEADING, OR UNTRUTHFUL STATEMENT OR OMISSION IS CAUSE FOR DISMISSAL.

**All information on this application is truthful to the very best of my knowledge.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**RETURN APPLICATION TO: Superintendent's Office, Coldwater Community Schools, 401 Sauk River Dr. Coldwater, MI 49036**

The Coldwater Community School District is an equal-opportunity employer. Its hiring practices are in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Subpart 84.5. No hiring practice shall discriminate against race, color, national origin, age, sex, or handicap.