



## **Para-Professional Employment Application**

Thank you for your interest in employment with United Day School. United Day School seeks dependable, qualified paraprofessional staff who support student learning, safety, and the overall mission of the school.

United Day School accepts paraprofessional applications throughout the year. Applications are reviewed as staffing needs arise. Submission of an application does not guarantee an interview or employment.

### **Application Guidelines**

- Applications remain active for six (6) months from the date of submission.
- To remain under consideration beyond this period, an updated application must be submitted.
- Incomplete applications will not be processed.

### **Required Application Materials**

- Completed Para-Professional Employment Application
- Three (3) professional or personal references (non-relatives)
- Criminal background clearance (as required by United Day School)
- Resume (recommended)

### Personal Information

Legal Name:		
Last	First	Middle
Address:		
City	State	Zip Code:
Phone Number:		
Email Address:		
Date Available for Employment:		

### Position Information

Position(s) of Interest:

Teacher Aide/Classroom Support  Substitute  Office Support  Other: \_\_\_\_\_

Availability:

Full-Time  Part-Time

### Employment Experience

Employer:
Position Held:
Dates Employed:
Supervisor:
Reason for Leaving:

### Special Skills and Qualifications

Summarize skills, training, or experience relevant to working in a school environment:


## Education

Highest Level of Education Completed:		
School Name:		
Diploma/Degree Earned:		
Relevant Coursework:	Training:	Certifications:

## Criminal History Disclosure

Have you ever been convicted of, pled guilty/no contest to, or received deferred adjudication for a felony or offense involving moral turpitude?

Yes  No

If yes, please explain:


## Applicant Statement

Please briefly describe your interest in working at United Day School (attach a separate page).

## Verification & Signature

**I certify that the information provided is true and complete to the best of my knowledge. I understand that falsification or omission of information may result in disqualification or termination. I authorize United Day School to verify information and conduct required background checks.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## UDS Human Resources Office Use Only

Criminal History	Certification/License
Professional References	Assignment
Interviewed date:	Approved: