

Educational Preparation

The *No Child Left Behind* Federal Legislation, enacted January 8, 2001, requires that all paraprofessionals (teacher assistants) have attended a minimum of 2 years of college or obtained an Associate's Degree. Please list college(s) attended and attaches a copy of transcripts.

| Level of Education | Name of School or University | State | Dates Attended | Field of Study | Degree Awarded |
|--------------------|------------------------------|-------|----------------|----------------|----------------|
| High School | | | | | |
| College | | | | | |

Employment History

Please list all present and past employment in reverse chronological order.

| <i>Employer</i> | <i>Location</i> | <i>Type of Work</i> | <i>Dates of Employment</i> | <i>Reason for Leaving</i> |
|-----------------|-----------------|---------------------|----------------------------|---------------------------|
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References

Please list a minimum of three (3) references, preferable those acquainted with your qualifications, including your current or last employer. With the completion of this application, you are authorizing Macon County Schools to request confidential recommendations from your listed references. Please give accurate addresses, telephone numbers and email addresses. *Please do not list relatives.*

| <i>Name</i> | <i>Address</i> | <i>Position</i> | <i>Telephone</i> | <i>Email</i> |
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Please give your reasons for seeking employment in the Macon County School System.

If I am employed by the Macon County School System, I hereby agree that I will accept compensatory time off in lieu of overtime pay for times when I work more than a forty (40) hour week. I also agree that the decision either to give compensatory time or to pay overtime wages will be at the discretion of the Macon County School System.

I certify that I have given true, accurate and complete information on this form to the best of my knowledge. I authorize educational institutions, associations, registration and licensing boards and others to furnish whatever detail is available concerning my qualifications. I authorize investigation of all statements made in this application and understand that false information, false documentation or failure to disclose relevant information may be grounds for rejection of my application, disciplinary action or dismissal, and/or criminal action. I further understand that dismissal shall be mandatory if fraudulent information is given to meet position qualifications.

The undersigned applicant/employee hereby expressly authorized the Macon County Board of Education, its agents and employees, to make any investigation of my personal or employment history, expressly including, but not limited to federal and state criminal, law enforcement or traffic records. I further authorize any form employer, person, firm, corporation, credit agency, administrative body, or government agency to give the board of education, its agents or employees any information they may have regarding me. In consideration of the review of my employment application by the Macon County Board of Education, its agents or employees, I hereby release the Board of Education and all or any of its agents and/or employees and any and all providers of information to whom this release is sent, from any liability as a result of furnishing or receiving this information.

I understand that I am not required to disclose any arrest, charge or conviction that has been expunged from the public record.

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|-------------|----------------------------|
| Date | Applicant Signature |
|-------------|----------------------------|

In compliance with federal law, Macon County Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of gender, race, color, religion, national origin, age or disability.