**Randolph Christian School**

**www.randolphchristian.org**

office@randolphchristian.org

Dr. Jeff Hoogeveen 457 2nd Street

Administrator Randolph, WI 53956

 (920) 326-3320

Dear Applicant:

Thank you for your interest in becoming an instructional aide for Randolph Christian School. The requirements for becoming an instructional aide are listed below:

* Required: High School Diploma or GED. Preferred: College diploma from an accredited 4-year institution.
* Required: Willingness to work with school aged children. Preferred: Experienced working In an educational setting with school aged children.
* Required: Two forms of Identification (i.e.) Driver’s License AND social security card or birth certificate – *(All forms of identification must be copied in the Office).* (Copies of these will be collected after the offer of the position.)

Your application will not be considered complete until the above requirements have been met. The school will conduct a background check using TrustedEmployees.com, 7900 West 78th Street, Suite 400, Edina, MN 55439 on all applicants prior to employment at Randolph Christian School. Submission of this application grants RCS permission to conduct this background check now and every five years or as required by state and accreditation regulations.

Completed applications can be sent to:

Randolph Christian School

457 2nd Street

Randolph, WI 53956

Or emailed to jhoogeveen@randolphchristian.org

**GENERAL INFORMATION What is the first available date you can start? Today’s Date**

Name: Social Security #.

Address: Driver’s License # and State:

City State Zip Code

Phone (w/ area code):

E-mail address:

Date of Birth

Place of Worship City

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **School Name and Location** | **From** | **To** | **Receive Diploma?** | **GPA** | **Major** | **Minor/Special Courses** |
| **High School**  |  |  |  |  |  |  |  |
| **College or University****(Undergrad)** |  |  |  |  |  |  |  |
| **College or University****(Undergrad)** |  |  |  |  |  |  |  |
| **Graduate School** |  |  |  |  |  |  |  |

**CERTIFICATION/LICENSES –** Instructional aide applicants may list their certificate information and attach a copy to this application.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **State** | **Type** | **Endorsement** | **Certificate/Folder #** | **Issue Date** | **Expiration Date** |
|  |  |  |  |  |  |

**EMPLOYMENT RECORD or TEACHING EXPERIENCE**: Please list any work and/or teaching experience or student teacher assignments. BEGIN ON THE FIRST LINE WITH YOUR PRESENT OR MOST RECENT POSITION AND WORK BACK. ATTACH AN ADDITIONAL SHEET IF NECESSARY.

***PRESENT EMPLOYMENT:***

Are you presently employed? ­ YES NO If not, please explain:

1. Employer

Address Phone

Position/Assignment

From To Supervisor

2. Employer

Address Phone

Position/Assignment

From To Supervisor

3. Employer

Address Phone

Position/Assignment

From To Supervisor

**PROFESSIONAL REFERENCES** - Please list the contact information below

**Name Position/Business relationship Organization Phone**

**In which grade levels are you willing to serve as an instructional aide? (Check all that apply)** PK-4th \_\_\_ 5th-8th

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