

Randolph Christian School
www.randolphchristian.org

Dr. Jeff Hoogeveen
Administrator and Principal



457 2nd Street
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 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

<u>Name</u>	<u>Position/Business relationship</u>	<u>Organization Phone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

In which grade levels are you willing to serve as an instructional aide? (Check all that apply)

PK-4th_____ 5th-8th _____

Applicant's Certification and Agreement

I understand that **Randolph Christian School** does not discriminate in its employment practices against any person because of national or ethnic origin, gender, or handicap. I further understand that any offer of employment is conditioned on the proof of legal authority to work in the U.S.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery or falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired, may subject me to immediate dismissal

I authorize **Randolph Christian School** to inquire about my work and personal history, and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by **Randolph Christian School** such as employment records, performance reviews, and personal references. I release any person, organization or company from liability or damage which may result from furnishing the information requested. I further waive the right to ever personally review any references given to **Randolph Christian School**.

I certify that I have carefully read all and do understand the above statements.

Signature _____ **Date** _____

Printed Legal Name: _____