

New Haven Community Schools  
30375 Clark Street, P.O. Box 482000  
New Haven, MI 48048-2000  
(586) 749-5123

**TEACHER or BUS AIDE APPLICATION**

A teacher aide fills a position, which is not an instructional aide. Positions that are considered here are those of a classroom teacher aide (working outside the classroom, but performing tasks for the teacher); office aide, playground, hallway, gym, or cafeteria supervision; or functioning as a bus aide.

A teacher aide is not considered to be a paraprofessional aide and unless the person meets the requirements of being Highly Qualified, as defined by the Department of Education and the federal No Child Left Behind act, may not apply for a Paraprofessional aide position.

Date: \_\_\_\_\_

**PERSONAL:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City	State	Zip Code
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Telephone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_

Do you prefer:  Full-time employment  Part-time employment  Either

**PERSONAL DATA:**

Social Security Number: XXX-XX-\_\_\_\_\_ Are you 18 years or older:  Yes  No

Have you ever been convicted of a crime?  Yes  No

If yes, where, and state the disposition of the offense. \_\_\_\_\_

\_\_\_\_\_

Have you ever been dismissed or asked to resign from a position?  Yes  No

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_

**EDUCATION AND TRAINING**

High School: \_\_\_\_\_

Name	Last Grade Completed	Type of Training
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Post High School: \_\_\_\_\_

Name	Last Grade Completed	Type of Training
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Other Schools: \_\_\_\_\_

Name	Last Grade Completed	Type of Training
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**OTHER QUALIFICATIONS**

I have training in:

- Temporary Work
- Recreation for Children
- Development of Visual Aids
- Fundamentals of Reading
- Operation of Audio/Visual Equipment
- Educational Psychology
- Special Education

I also have experience with

- Typing
- Filing
- Computers
- Using Copy/Fax Machines
- Microsoft Applications
- Other \_\_\_\_\_

Types of children I have worked with include:

- Preschool
- High School
- Physically Handicapped
- Elementary
- Disadvantaged
- Middle School
- Mentally Handicapped

Please describe this experience

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**WORK EXPERIENCE** (Limit to the last 10 years):

Name of Employer	Location	Position	Starting Date	Leaving Date	Reason for Leaving

**PERSONAL REFERENCES:**

Name – Title	Address	Telephone Number

I authorize the investigation of all statements contained in this application. I understand that misrepresentation or omission of facts is cause for dismissal.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

All applications expire one year from the original date of application. To reactivate after this time, you should write the Superintendent of Schools and request that the application be extended for one year. This may be done one time.

It is the policy of the New Haven School District not to discriminate on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in its programs, services, activities, or employment. Inquiries related to nondiscrimination policies should be directed to: Civil Rights Coordinator, Superintendent of Schools, New Haven Community Schools, Administration Building, 30375 Clark Street, PO Box 482000, New Haven, MI 48048. Nondiscrimination inquiries related ti disability should be directed to: Section 504 Coordinator, Superintendent of Schools 586-749-5123.