

**Harrisburg Community Unit
School District #3**

P.O. Box 725, 333 West College St.
Harrisburg, IL 62946
Phone: 618 • 253-7637
Fax: 618 • 253-2095
Web Site: www.hbg.saline.k12.il.us

Classroom Aide Non-Certified Job Application

Please be advised your application will remain on file for at least one (1) year from the date of submission.

Application Date _____

Personal Information

_____	_____	_____	_____	_____
Last Name	First Name	Middle Initial	Area Code	Phone
_____			_____	_____
Address			Area Code	Alternate Phone
_____			_____	
City, State, Zip			Social Security Number	

Position Desired

This application pertains to **only one (1) job vacancy**. Note **ONLY** the position for which you are qualified and wish to be considered. This application will be filed in only one specific category. Please complete a separate application for any other area(s) of employment you wish to be considered.

Classroom Aide Position Desired
7.25 Hours per day
Full-time with full benefits

Date Available

Have you applied here before?

- Yes
- No _____ If so, date and position applied for

The Harrisburg Unit #3 Board of Education and administration would prefer, but it is not mandatory, to see the following information (*copies are acceptable*) included with your application:

- Transcripts
- Letter(s) of Recommendation
- Copy of your Classroom Aide Certification
- Resume'

When you have accumulated the above information, please return your application along with the additional data to 333 West College Street, Harrisburg, IL 62946 **PLEASE DO NOT SUBMIT** the information separately.

Can you, after employment, submit verification of your identity and legal right to work in the United States?

- Yes
- No

Employment type desired?

- Full-time
- Part-time

Medical exam necessary?

- Yes
(District requirement when employed)
- No

Classroom Aide Requirements

When submitting this application, please bring or attach a copy of your "Teacher Aide Certificate" or your "Statement of Approval" from the Illinois State Board of Education (Springfield). This form is necessary to serve as a Classroom Aide (Teacher Aide) in the Harrisburg Community Unit School District #3 Schools.

The requirement for obtaining the certificate is one of the following:

1. 60 hours of college
2. An Associate's Degree
3. Pass a proficiency test

Contact the Regional Office of Education, Dr. Linda Blackman, 512 North Main Street, Harrisburg, IL 62946, 253-5581 -- to apply for your certification.

Have you ever been convicted of a felony? (Do not include convictions that have been sealed, expunged, or statutorily eradicated).

- Yes
- No

Please complete back of this page . . .

Education and Training

School	Credit Hours (express in semester hours)	Date (From--To)	Degree

Please list, beginning with initial enrollment, all high school, junior colleges, colleges/universities attended. Please have your credentials and transcripts showing all college work attached, please submit with application. *Copies are acceptable.*

References

Name			
Relationship			
Area Code/Phone			
Address			
City State Zip			

Experience

Dates of Employment		Full-Time or Part-time (F or P-T)	Type of Work	Location		Employer Name
from	to			City	State	

Additional Personal Comments

Please use the following space for any additional information that you want to share with us that you believe may enhance your application with this district.

Please Read and Sign Below

I hereby certify that the above statements are true and complete to the best of my knowledge and that, if employed, false statements herein shall be considered sufficient cause for dismissal. I further understand that upon employment by Harrisburg Community Unit School District #3 the above factual statement become part of my permanent record with the district.

Reminder

Please do not submit your application until you have ALL your additional documentation.

Date

Signature of Applicant