



Sprague School District
25 Scotland Road ~ Baltic, Connecticut 06330



Phone: 860.822.8264

Fax: 860.822.1347

Instructional Assistant Application Form

Prefix: <input type="checkbox"/> Miss		<input type="checkbox"/> Ms.		<input type="checkbox"/> Mrs.		<input type="checkbox"/> Mr.		Social Security #: _____	
First Name: _____			Middle Initial: _____			Last Name: _____			
Address (Physical): _____									
Address (Mailing): _____									
City: _____				State: _____			Zip Code: _____		
Phone Number: _____					Alternate Number: _____				

Have you been fingerprinted? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If Yes, when? _____	Where? _____			
List the hours you are available (8:00 a.m. – 5:00 p.m.):				
Mon	Tue	Wed	Thu	Fri

Please read the following before answering the next questions:

“Conviction” for this application, means a final judgement or verdict of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court, regardless of whether an appeal is pending or could be taken. “Conviction” does not include a final judgement or verdict that has been expunged by pardon, reversed, set aside or otherwise rendered invalid. Further, you are **not required to disclose** any arrest(s), criminal charge(s) or conviction(s) the record(s) or which have been **erased under law**. Such records can include records of a finding of delinquency or that a child was a member of a family with service needs, adjudication of youthful offender status, criminal charges dismissed or nolleed, or charges for which a person is found not guilty or a conviction later resulting in an absolute pardon. Further, any person whose criminal records have been erased is deemed under law never to have been arrested with respect to such erased proceedings and may so swear under oath. A history of criminal conviction(s) will not necessarily bar consideration for employment. Factors, such as the time, seriousness and nature of the offense, as well as rehabilitation, will be taken into account. Should you have any questions about answering questions on this application, or your rights concerning erased records, please contact hr@spraguek12.org.

Have you ever been convicted of a crime? If yes, please explain. Yes No

Are there any criminal charges pending against you? If yes, please explain. Yes No

Have you ever had a complaint or lawsuit against you for any action taken in the course of your employment, or for any action outside of your employment based on alleged injury, risk of injury, threatening or other misconduct toward another person? If yes, please explain. Yes No



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Instructional Assistant Application Form (continued)

Are you "highly qualified" as required by the *No Child Left Behind* legislation? Yes No

Do you hold a valid Connecticut, or other state, teaching certificate? Yes No

If Yes, what state: _____ Title: _____ Date: _____

If No, are you a United States citizen either by birth or naturalization? Yes No

If No, name of highest institution attended: _____

Major: _____ Degree: _____

If you do not hold a degree, highest level completed: _____

Please attach evidence of certificate status and/or graduation date.

Work Experience			
Company / School	Town / State	Position	To / From

Other Abilities and / or Experience



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Instructional Assistant Application Form (continued)

References			
List THREE references that are willing to certify to your character, ability, experience, and qualifications.			
First Name: _____	Middle Initial: _____	Last Name: _____	
Address (Mailing): _____			
City: _____	State: _____	Zip Code: _____	
Phone Number: _____	Title: _____		
First Name: _____	Middle Initial: _____	Last Name: _____	
Address (Mailing): _____			
City: _____	State: _____	Zip Code: _____	
Phone Number: _____	Title: _____		
First Name: _____	Middle Initial: _____	Last Name: _____	
Address (Mailing): _____			
City: _____	State: _____	Zip Code: _____	
Phone Number: _____	Title: _____		

Applicant Certification	
I certify that, to the best of my knowledge the statements I have made on this application truly represent my academic background and work experience. I understand that a DCF registry check and a state police background check will be made prior or during my employment. I also understand that misrepresentation or falsification of information may be grounds for rejection of my application and/or termination if I am employed.	
Applicant's Signature _____	Date _____
Unsigned applications will not be processed.	

Return completed application, current resume and cover letter to:

Sprague Board of Education
 Attention: Human Resources
 25 Scotland Road
 Baltic, CT 06330-1110

**** Before hiring, all applicants must be reviewed and approved by the Superintendent of Schools ****

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	_____	_____
	Superintendent's Signature	Date