

PARAEDUCATOR TUITION ASSISTANCE PROGRAM APPLICATION

USD #437 AUBURN WASHBURN SCHOOL DISTRICT
 5928 SW STREET, TOPEKA, KANSAS 66610-9451
 TELEPHONE: (785) 339-4051 FAX: (785) 339-4025

Qualified paraeducator applicants are considered for tuition assistance without regard to race, color, religion, sex, national origin, age, marital status, or the presence of a non-job-related medical condition or handicap. **Previous or current employment as a paraeducator in our school district is required.**

INSTRUCTIONS: Please read the application for tuition assistance carefully and answer every question in full. If you cannot answer or do not understand any part of this application notify the Human Resources immediately. In addition to the information required below, please provide any other information you think would be helpful to us in considering you for tuition assistance. Please exclude any and all information indicative of age, sex, race, religion, color, national origin, and handicap.

PERSONAL INFORMATION (please print)

Last Name	First Name	Middle Name	Date of Application
Present Address: Number	Street	City	State Zip Code Telephone Number
Present position: (and school)		E-Mail Address:	

EDUCATION

High School	Location	Years attended	Graduation date
Anticipated College Degree	College	Planned dates of attendance	Anticipated Graduation Date

WORK EXPERIENCE

Employer	Dates Employed		Job Duties and Responsibilities
	From	To	
Telephone			
Job Title			
Supervisor			

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	From	To	
Telephone			
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Supervisor			

EDUCATIONAL AND CHARACTER RECOMMENDATION

Three (3) letters of professional recommendation are required. The first letter of recommendation needs to be completed by your **Building Principal**, the second from the **Special Education Director**, and the third from the **Special Education Teacher** (who is your immediate supervisor). The letters of recommendation should comment on your ability to become an effective Special Education Teacher. ***All letters of recommendation should be considered "closed" and not open to the candidate. When completed, the letters need to be sent directly to the Human Resources Department in a sealed envelope.***

ESSAY QUESTION

In one hundred words or less, why do you want to become a special education teacher in the Auburn Washburn School District? (Please attach a typed word document to this application)

Application Check List:

- I have completed the tuition assistant application
- I have requested a recommendation letter from my Building Principal
- I have requested a recommendation letter from the Special Education Director
- I have requested a recommendation letter from my Cooperating Teacher
- I have attached my essay question document
- I have attached my course of study from my college advisor
- I have attached my transcripts from the courses I have taken and those I will be enrolled in

APPLICATION ACKNOWLEDGMENTS

I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information may result in immediate rejection for tuition assistance or denial of any future financial consideration.

I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you.

I authorize you to request, receive, and verify all information given on this application and I release you from all liability for any damages that may result from your doing so.

Signature of Paraeducator applicant

Date