



## Job Application Procedures

### Job: **Paraprofessional**

- Packet contents:**
1. Instructions
  2. Application (2 pages)
  3. Reference Form (3 each)

**Application process:**

- 1. Obtain and complete the **Application Form**.
- 2. Obtain **Proof of Eligibility**:
  - a. official transcript from a college, tech school, or university providing evidence of 60 semester hours of approved course work
  - b. official transcript from a college, tech school, or university providing evidence of 90 quarter hours of approved course work
  - c. Documentation of Certification via Praxis (prior to 3/30/07)
  - d. Documentation of Certification via GACE (after 4/1/07)
  - e. A valid Paraprofessional Certificate
- 3. Obtain **3 letters of Reference** (Forms are provided)
- 4. **Return the following to Personnel or to the Board Office Secretary**:
  - a. complete application
  - b. proof of eligibility (copy of official record)
- 5. Three references should be mailed to: Miller County District Schools  
Attention: Personnel  
96 Perry Street  
Colquitt, GA 39837  
(229) 758-5592/758-3255 FAX
- 6. Once the application, references, and proof of eligibility have been received they are filed in the Human Resources department.  
(We recommend you update your application yearly)
- 7. If a job is advertised, the application packet will be included in a review of applications. If your application is selected during the review, you will be asked to come in for an interview.
- 8. A successful interview and recommendation will send your application to the school board for approval.
- 9. If you are approved for hire, you will be notified and asked to obtain a background check and be fingerprinted. (Current cost is \$45.00)  
NOTE: If you already have fingerprints on file with the Board of Education you only need to obtain a background check (currently \$20.00) and return it to Personnel.

**Note: Hiring is contingent upon a clear background check.**

Miller County Board of Education  
 96 Perry Street  
 Colquitt, Georgia 39837  
 Phone: (229) 758-5592; Fax: (229) 758-3255

For Office Use Only:  
 Background Check  
 Certificate Req  
 Referral

## Application for Paraprofessional Employment

PERSONAL INFORMATION (Please Print. Fill in all blanks. N/A = Not Applicable.)

Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_  
 (First) (Middle) (Last)

PRESENT ADDRESS:

\_\_\_\_\_  
 Street / P.O. Box

\_\_\_\_\_  
 City State Zip

( ) \_\_\_\_\_  
 Area Code / Telephone

\_\_\_\_\_  
 Area Code / Cell Phone

PERMANENT ADDRESS:

\_\_\_\_\_  
 Street / P.O. Box

\_\_\_\_\_  
 City State Zip

( ) \_\_\_\_\_

\_\_\_\_\_  
 Email Address

Instructional Level for which you are applying:  
 Pre-K  K-5  6-8  9-12

**Requirements: The following must be submitted for consideration**

Official Transcript from technical school, college, or university providing evidence of Associates Degree or 60 semester hours/90 quarter hours of approved coursework **Or** Documentation of Certification via Praxis (prior to March 30, 2007) or GACE (after April 1, 2007), **And** Submission of Criminal Background Check **And** 3 letters of reference.

EDUCATIONAL BACKGROUND:

School(s) Attended	Location	Degree/Diploma

\*EMPLOYMENT HISTORY

Employer	Position	Dates of Employment

JOB RELATED REFERENCES (List 3 references)

Name	Address	Phone Number

\*Recommendation Forms may be found at [www.miller.k12.ga.us](http://www.miller.k12.ga.us)

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

\_\_\_\_\_  
 DATE

1. I understand that in the event I am offered a position with this school system, I will be required to be fingerprinted and have a criminal background check in accordance with the Official Code of Georgia Annotated 20-2-211 (e)(1).

I understand that Miller County District Schools is committed to providing a quality education to its students and maintains compliance to the guidelines of highly qualified teachers and paraprofessionals established by the Georgia Department of Education. In order to fulfill this requirement, I may be asked to participate in professional development and agree to take any action needed to maintain a clear, renewable Paraprofessional Certificate issued by Georgia Professional Standards Commission.

I further understand that the information obtained from the criminal background check may be used in employment decisions.

I agree and consent for such background check and investigation to be conducted and agree to hold the school system and all officials, representatives, and employees of the foregoing harmless from all claims for libel, slander, defamation of character, invasion of privacy, intentional infliction of emotional distress, negligence, and similar claims.

2. Have you ever been dismissed/non-renewed from employment with a school system?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Have you ever been addicted to alcohol or drugs? \_\_\_\_ Yes \_\_\_\_ No

4. Have you ever been convicted by Federal, State or other law enforcement authorities or pleaded *nolo contendere* for violation of federal law, state law, county or municipal law, regulation, or ordinance? (Do not include minor traffic violations for which a fine of \$50 or less was imposed.) \_\_\_\_ Yes \_\_\_\_ No

If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE

## NON-CRIMINAL JUSTICE APPLICANT'S PRIVACY RIGHTS

As an applicant that is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history record check for a non-criminal justice purpose (such as an application for a job or license, immigration or naturalization, security clearance, or adoption), you have certain rights which are discussed below.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- If your fingerprints/biometrics are used to conduct a FBI national criminal history check, you are provided a copy of the Privacy Act Statement that would normally appear on the FBI fingerprint card.
- If you have a criminal history record, the agency making a determination of your suitability for the job, license, or other benefit must provide you the opportunity to complete or challenge the accuracy of the information in the record.
- The agency must advise you of the procedures for changing, correcting, or updating your criminal history record as set forth in Title 28, Code of Federal Regulations (CFR), Section 16.34.
- If you have a Georgia or FBI criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the agency denies you the job, license or other benefit based on information in the criminal history record.
- In the event an adverse employment or licensing decision is made, you must be informed of all information pertinent to that decision to include the contents of the record and the effect the record had upon the decision. Failure to provide all such information to the person subject to the adverse decision shall be a misdemeanor [O.C.G.A. § 35-3-34(b) and §35-3-35(b)].

You have the right to expect the agency receiving the results of the criminal history record check will use it only for authorized purposes and will not retain or disseminate it in violation of state and/or federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

If the employment/licensing agency policy permits, the agency may provide you with a copy of your Georgia or FBI criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, information regarding how to obtain a copy of your Georgia, FBI or other state criminal history may be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

If you decide to challenge the accuracy or completeness of your Georgia or FBI criminal history record, you should send your challenge to the agency that contributed the questioned information. Alternatively, you may send your challenge directly to GCIC provided the disputed arrest occurred in Georgia. Instructions to dispute the accuracy of your criminal history can be obtained at the GBI website (<http://gbi.georgia.gov/obtaining-criminal-history-record-information>).

## PRIVACY ACT STATEMENT

**Authority:** The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

**Principal Purpose:** Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

**Routine Uses:** During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.