

EXPERIENCE

Beginning with most recent employment, list all pertinent work experience.

POSITION	LOCATION	EMPLOYER	SUPERVISOR	DATES INCLUSIVE

REFERENCES

Enter the name and address of four individuals who may be contacted as references concerning the position you are seeking.

NAME	ADDRESS/TELEPHONE	OCCUPATION

OTHER COMMENTS/INFORMATION

Signature _____

REQUIREMENTS FOR CLASSIFIED POSITIONS:

School Bus Driver and Substitute School Bus Driver:

- 1) Application
- 2) A copy of a high school or GED diploma or a letter from your GED instructor stating that you are attending classes and that you are making progress toward obtaining a GED diploma.
- 3) See the Transportation Department for detailed physical form and training.

Cook/Baker and Substitute Cook/Baker:

- 1) Application
- 2) A copy of a high school or GED diploma or a letter from your GED instructor stating that you are attending classes and that you are making progress toward obtaining a GED diploma.
- 3) A KDE physical form completed by your doctor. You can download and print the blank form found in the Requirements for Certified and Classified Jobs section on this website.
- 4) Food Handler's Card

Custodian and Substitute Custodian:

- 1) Application
- 2) A copy of a high school or GED diploma or a letter from your GED instructor stating that you are attending classes and that you are making progress toward obtaining a GED diploma.
- 3) Substitutes only also require a KDE physical form completed by their doctor. You can download and print the blank form found in the Requirements for Certified and Classified Jobs section on this website.

Instructional Assistant (Teacher's Aide) and Substitute Instructional Assistant (Substitute Teacher's Aide):

- 1) Application
- 2) A copy of a high school or GED diploma or a letter from your GED instructor stating that you are attending classes and that you are making progress toward obtaining a GED diploma.
- 3) Hired positions (*not substitutes*) require a copy of college transcripts stating that you have 48 or more hours or obtained an Associate's degree (or higher degree) or a certificate showing that you have passed the Kentucky Paraeducator Assessment test. Kentucky Paraeducator Assessment Study Guide link: <http://breck.kyschools.us/paraeducatorstudyguide.pdf>
- 4) Substitutes only also require a KDE physical form completed by their doctor. You can download and print the blank form found in the Requirements for Certified and Classified Jobs section on this website.

Secretary and Substitute Secretary:

- 1) Application
- 2) A copy of a high school or GED diploma or a letter from your GED instructor stating that you are attending classes and that you are making progress toward obtaining a GED diploma.
- 3) Substitutes only also require a KDE physical form completed by their doctor. You can download and print the blank form found in the Requirements for Certified and Classified Jobs section on this website.

