

Parma Learning Center funded by 21st Century Community Learning Centers Grant



GO PANTHERS!

EMPLOYMENT APPLICATION

Check position, which you are applying for: (you may check more than one position)

- Classified: Student Educational Assistant
- Grade 1-4
- Grade 5-8
- Grade 9-12
- Mentorship-tutor

Name: _____ Male ___ Female ___ Date: _____

Address: _____ Telephone: _____ Email: _____

Can you receive text? Yes No

Position of interest: 1st choice _____ 2nd choice _____

Academic expertise: _____

Enrichment experiences and training: _____

Program goal is to improve:

- student academic performance (school work)
- provide enrichment activities (STEM, projects)
- improve speaking skills
- improve EQ [build relationships, self-awareness, self-control {management}, empathy, self-hard work]
- community service

Complete these questions:

I have these four strong attributes and they will assist the Parma Learning Center in reaching 21st CCLC goals by doing the following:

(List up to 4 specific behaviors, skills or methods that you demonstrate)

1. _____

2. _____

3. _____

4. _____

Based on my student performance reviews (grades), student evaluations (tests), and professional judgement. I have identified the following three areas that I am targeting and setting as goals for myself this year. (Include how you will measure or determine that you have been successful in reaching each goal. Also, indicate any training or support that the program can provide in assisting you in these efforts.)

1. _____

2. _____

3. _____

Returning Staff: Share why you would like to return in the space below:

TRAINING Needed or Desired:

- Yes, consider me to be a volunteer if there are no longer staff paid positions available.
 No I am not interested in volunteering.

.....

Signature: _____ Date: _____

GO PANTHERS!

Parma Learning Center Office Rcvd Date:

Initial:

Notes:

Parma School District #137

Parma Learning Center funded by 21st Century Community Learning Centers Grant



HIGH SCHOOL EMPLOYMENT APPLICATION

Please look at the checklist below and attach them to the employment application. An incomplete application is a reason for no hire. A complete application makes you a valid candidate. There are limited positions, so make your cover letter or resume stand out above the rest. If you are not sure how to make any of the below, search the internet. You will find many ideas!

Returning staff: Please resubmit cover letter (tell why you want to return), resume (updated) with reference listed, and employment application.

Submit the following:

- Cover letter
- Resume
- Employment Application
- 1 or 2 letters of reference from a teacher or staff that can speak to your leadership and responsibility skills
- Copy of transcript
- Copy of attendance (last school year will be sufficient)

Return the employment packet to the Director in the Parma Learning Center.

If you email back the application and attachments, please plan to have a phone interview with a possible in-person interview. If you choose to drop off your packet, expect to speak with me for 5-8 minutes. It will be my informal interview with you. I will notify you within a business week via phone or email about the position. Thank you for applying. The above are all skills you need to demonstrate in the real world for hire, and this is just good practice. Any questions, please ask, so you have an excellent application.