



Discovery Club provides Out-of-School time child-care in a safe, fun, caring environment that supports children's learning and development. Discovery Club is a fee-based program offered through the Community Education Department of Saint Paul Public Schools to families with children currently enrolled in Pre-K through 5<sup>th</sup> Grade.

**Wanted:**

**Group Assistants:** to work before or after school or as subs at various Discovery Club sites. Group Assistants support Group Leaders in implementing developmentally appropriate and engaging lesson plans or assist in supporting children with special needs.

**Qualifications:** Applicants must have either 12 credits in classes related to children, families, or education or 120 hours of post-secondary training. 1 year of experience working with children is preferred.

**Pay:** \$13/hour.

Please fill out and return the attached application to [discovery.club@spps.org](mailto:discovery.club@spps.org), or mail it to Discovery Club, 1780 W. 7<sup>th</sup> St., St. Paul, MN 55116.

If you have any questions you may contact Steve Egbert, Discovery Club Program Manager at 651 744 5185 or by email at [steve.egbert@spps.org](mailto:steve.egbert@spps.org).

Saint Paul Public Schools Discovery Club

Hourly Application for Community Education Specialist position

Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**License:**

Level	Scope	Function	Description	Expiration Date
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**Work Experience:**

Employer name: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer for a reference: \_\_\_\_\_

Employer name: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer for a reference: \_\_\_\_\_

Employer name: \_\_\_\_\_ Employment Dates: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for leaving \_\_\_\_\_

Duties: \_\_\_\_\_

May we contact this employer for a reference: \_\_\_\_\_

**Education:**

School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Location: \_\_\_\_\_

School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_ Location: \_\_\_\_\_

**Specialized training, workshops, etc.:**

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## Employee Certification

(Before signing this application, read the following waiver carefully)

1. I certify that all information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting requested information could result in rejection of my application or dismissal if I am hired.
2. I authorize the Saint Paul Public Schools Human Resources Dept. or designee to verify this information to determine whether or not I am qualified for the position for which I am applying.
3. I authorize all current and previous employers to release job related information upon request of the Human Resources Dept. or designee. However, I understand that if, in the Work Experience section, I have answered "no" to the question, "May we contact this employer?", contact with that employer will not be made without my specific authorization.
4. I understand that if I accept a position with Saint Paul Public Schools, I agree to a \$15 deduction from my first paycheck to subsidize a portion of the cost of a Criminal Background Check.

### REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete: Have you ever been convicted of a misdemeanor or a felony (juvenile convictions excluded)? Do not include convictions that have been annulled or expunged.**

\_\_\_\_\_Yes \_\_\_\_\_No

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**For office use only.**

Hire Date: \_\_\_\_\_ Hourly Rate: \_\_\_\_\_ Location: \_\_\_\_\_

Budget code(s): \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_