

TESTING REQUIREMENTS FOR APPLICANTS

Testing is done any workday between 8 a.m. and 3:30 p.m. in the Application Center of the Ambrose Building at the 701 East Main Street campus. You do not need to have an appointment.

Food Service, Maintenance, Operations (including Custodial), Transportation, and Warehouse Applicants:

- You must complete a Reading Comprehension Assessment prior to be considered for employment.
- The Assessment can be taken any workday between 8:00 a.m. and 3:30 p.m. in the Application Center of the Ambrose Building at the 701 East Main Street Campus. You do not need to have an appointment.

Administrative Support (Secretary/Clerical) Applicants:

- Microsoft Excel Assessment (75% min score to pass)
- Microsoft Word Assessment (75% min score to pass)
- If the position is a Bookkeeping position then the Bookkeeper Assessment is also required (75% min score to pass)

Paraeducator Applicants:

- You must have a high school diploma or GED certificate to substitute.
- For a regular position, you must have at least 48 college credit hours or have passed the Kentucky Paraeducator Assessment. This assessment is given once a month.
- To sign up, call 381-4119.