

Louisiana Statewide Application for Certified Positions

An Equal Employment Opportunity/Affirmative Action Employer

OFFICE USE ONLY

Date: _____

Application For: Teacher Ancillary Position Pupil Appraisal Other _____

NOTICE TO APPLICANT

The Louisiana School System does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, national origin, disability, or membership in any other protected classification or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy extends to the educational programs and activities operated by the state, districts, and schools. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 66, of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

Section I: Personal Information

Name: _____
FIRST MIDDLE LAST

Social Security Number: _____ Are you a citizen of the United States? Yes No

If you are not a U.S. citizen, do you have a legal right to work in this country? Yes No (If no, send supporting documents)

Current Phone: _____ Alternate Phone: _____

E-mail Address: _____

Permanent Mailing Address: _____

Current Mailing Address: same as permanent address different and valid until (month/day/year) : _____

Have you ever worked in a Louisiana school system? Yes No

Have you ever applied for a teaching position in Louisiana? Yes No

Have you ever applied for a non-teaching position in a Louisiana school system? Yes No

Are you retired from a Louisiana retirement system? Yes No

If yes, name the school system from which you retired _____ Date of Retirement _____

Are you currently certified for the position for which you are applying? Certified Not certified Not certified, but have applied

Not Certified, but have entered into Alternative Certification Program

Section II: Position Desired

Preferred Assignment (specify grade levels and subjects):

1st choice _____ Special Education Area(s): _____

2nd choice _____ Vocational Education Area(s): _____

3rd choice _____

If you also wish to be considered for a coaching assignment, list sports (with experiences and records) in order of preference.

What student activities are you willing to sponsor? _____

What proficiencies do you have in computer technology? _____

Section III: Academic Record (beginning with the most recent)

Institution and Location	Dates of Attendance		Degree & Date Awarded or Expected	Major or Field of Study	F/P Time	GPA in Major/ GPA Overall
	From	To				
	MO/YR	MO/YR				
	MO/YR	MO/YR				
	MO/YR	MO/YR				
	MO/YR	MO/YR				

Explain any instances of probation, dismissal, and/or withdrawal from a course and/or failing grades. Also, describe any extenuating circumstances that may have affected your college grade point average (GPA).

Section IV: Student Teaching Experience (beginning with the most recent)

Complete this section only if you completed student teaching within the last three years.

Dates		Name of School & School District	Grade(s) and/or Subject(s) Taught	Name, Address, and Phone Number of Cooperating Teacher(s)	Name, Address, and Phone Number of University Supervisor(s)
From	To				
MO/YR	MO/YR				
MO/YR	MO/YR				
MO/YR	MO/YR				
MO/YR	MO/YR				

Section V: Employment Information - Teaching Experience (beginning with the most recent)

Dates From To		School District	Grades and/or Subjects Taught	Name, Address, and Phone Number of School District	Reason for Leaving
MO/YR	MO/YR				
MO/YR	MO/YR				
MO/YR	MO/YR				
MO/YR	MO/YR				

Section VI: Employment Information - Other Than Teaching (beginning with the most recent)

Include part-time work and education related experiences.

No additional employment experience

Dates From To		Position	Name, Address, and Phone Number of Employer(s)	Reason for Leaving
MO/YR	MO/YR			
MO/YR	MO/YR			
MO/YR	MO/YR			
MO/YR	MO/YR			

Section VII: Certification Information

Do you hold a valid Louisiana certificate? Yes No No, but have applied No, but have entered into Alternate Certification Program

If yes, is your Louisiana certificate: current expired?

Louisiana Certificate: Type: _____ Number: _____ Issue Date: _____

List areas of certification: _____

Note: A letter of *UNCONDITIONAL* enrollment *and a Plan of Study* necessary, if enrolled in an alternative certification/practitioner program

Do you currently hold a valid certificate from another state? Yes No If yes, indicate state: _____

Out-of-State Certificate: Type _____ Number _____ Issue Date _____

List areas of certification: _____

Do you hold a National Board for Professional Teaching Standards Certification? Yes No

COMPASS Final Teacher Evaluation Results year: 2012-2013 2013-2014 2014-2015 2015-2016 2016-2017 2017-2018
 2018-2019 2019-2020 2020-2021 2021-2022 2022-2023 2023-2024

COMPASS Final Teacher Evaluation Results: Ineffective Effective: Emerging Effective: Proficient Highly Effective

Copies of Final Teacher Evaluation Results supplied: Yes No

If you currently hold a valid Louisiana certificate, skip section VIII and proceed to section IX.

Section VIII: PRAXIS/NTE SCORES - (Complete this section only if you do not currently hold a valid Louisiana certificate).

National Teacher Examination (NTE)

Have you taken the NTE (required through 08/31/99)? Yes No If yes, when? _____ If yes, provide the following scores.

Professional Knowledge Score: _____ General Knowledge Score: _____

Communication Skills Score: _____ Specialty Area Score: _____

PRAXIS Examination

Have you taken the Praxis (required as of 09/01/99)? Yes No If yes, when? _____ If yes, provide the following scores.

If not, when do you plan to take it? _____

(PPST) Written Test Reading Score: _____ Writing Score: _____ Mathematics Score: _____

OR

Computer Based Test Reading Score: _____ Writing Score: _____ Mathematics Score: _____

Other Test(s)

Name of Test: _____ Test Code: _____ Score: _____

Name of Test: _____ Test Code: _____ Score: _____

Name of Test: _____ Test Code: _____ Score: _____

Section IX: Extra-Curricular Activities

Beginning with the most recent, list up to four of the most significant extra-curricular/community activities and professional affiliations in which you have been most actively involved. Describe the nature of your involvement and/or responsibilities.

Organization Name	Position	Number of Years	Average Hours Per Week	Description of Activity

Section X: Professional References

Non-experienced teachers - Send reference requests to student teaching university supervisor(s), cooperating teacher(s), and school principal(s).

Experienced teachers - Send reference requests to principals, supervisors, and others who have observed and/or evaluated you **most recently**.

A minimum of two (2) references must be submitted.

Name and Position	Name of School/District	Complete Mailing Address	Telephone Number (including area code)

Section XI: Additional Information

- 1. When will you be available? (month/day/year): _____
Are you currently under contract? Yes No Expiration Date: _____
Where are you under contract? _____
- 2. Are you on approved leave from a school system? Yes No If yes, ending date: _____
Type of leave: Sabbatical Leave of Absence Other: _____
- 3. Are you related to an employee/board member of the school district(s) to which you are applying? Yes No
If yes, list employee/board member's position and relationship.
Employee's Position: _____ Relationship: _____
Employee's Position: _____ Relationship: _____
- 4. Have you ever been convicted of a felony? Yes No
- 5. Have you ever been convicted of, plead nolo contendere (no contest) to, or had a criminal offense expunged? Yes No
- 6. Have you ever been convicted of an offense against the law or are you now under charges for any offense against the Law?
You may omit: (1) traffic violations other than convictions for driving intoxicated; and (2) any offense committed before your 17th birthday which was finally adjudicated in a juvenile court or under a Youth Offender law. Yes No
- 7. While in the military service were you convicted by a general court-martial? Yes No
- 8. Have you ever been terminated or recommended for dismissal by your employer? Yes No

IF YOU CHECKED YES FOR QUESTION 4, 5, 6, 7 AND/OR 8 IN SECTION XI

Briefly explain in the space below and send a letter of explanation to each district to which you are applying. _____

9. Did you participate in the Louisiana Teacher Assistance and Assessment Program (LTAAP)?

Yes No When? _____ Where? _____

Did you successfully complete the program? Yes No

Section XII: Release of Information

I have read, understand and acknowledge the foregoing notice, conditions and directions for completing this application. I certify that the information provided herein and in the attachments hereto is accurate, true and complete to the best of my knowledge. I further certify that I have not been convicted of a felony and have not engaged in physical or sexual misconduct, neglect or abuse with or toward a student. I hereby waive my confidentiality with regard to my work record or criminal record and consent to and authorize the release of information from my current or former employers and/or law enforcement personnel upon inquiry in reference to this application. I release anyone responding to such inquiry from any liability for providing such information.

Name: _____
Print

Signature: _____ Date: _____

Authorization and Release

Important: Read Carefully Before Signing

Louisiana Revised Statutes 17:3884 provides that a school board considering the employment application of a person who has been evaluated in another school system shall request such person's evaluation results as part of the applications process and shall inform the applicant that his/her evaluation results will be requested. The applicant shall be given the opportunity to review any information received by the prospective employer as a result of such request and afforded the opportunity to provide any response or information the applicant deems appropriate. Please be advised, therefore, that the Jackson Parish School Board will request evaluation results on you from each of the school districts you have listed in your application. You will be given an opportunity to review the evaluation results received and to provide a response or information if you would like to do so. Any written response or information you might provide will be retained with your application.

Louisiana Revised Statutes 17:15 also requires all applicants for employment to be fingerprinted in order to assist in background checks of those individuals. Should it be determined that any applicant (or employee) has been convicted of one or more of the criminal offenses set forth in Louisiana Revised Statutes 17:857.1©, then that applicant (or employee) is generally precluded from further employment with the school system. The conviction of other offenses that call into question the applicant's fitness for the position may also preclude employment or continued employment.

Louisiana Revised Statutes 17:81.9 further requires a school board receiving an application to request that all current and prior school board employers of the applicant provide it with all information in their records relative to instances of sexual misconduct, if any, with students committed by the applicant. This law further provides that the applicant must release all such employers from liability arising from the release of such information to the prospective employer.

Louisiana Revised Statutes 44:1 et al. provides that public records are subject to production to persons requesting such information, including members of the press. Accordingly, I understand that the fact that I am seeking employment with the Board and my application may become public knowledge.

Authorization and Release

Important: Read Carefully Before Signing

I certify that the information which I have provided in the attached application is true, correct and complete. I understand that furnishing false information or omitting material information on this application could disqualify me from consideration for employment or could lead to my discharge from employment. I have read and agree to the above provisions and hereby authorize the Jackson Parish School Board to request, receive, review and consider my prior evaluations and information relative to sexual misconduct, if any, with students from all of my current or previous school system employers. I further release the Jackson Parish School Board, its employees, agents and insurers and all current and former employers, their agents, employees and insurers and all current and former employers, their agents, employees and insurers from any liability connected with such disclosures and do hereby specifically authorize such employer(s) to release to the Jackson Parish School Board such information and documentation as may be requested in connection with my application for employment with it.

Name: _____
Print

Signature: _____ Date: _____

Notice to Applicant: The Jackson Parish School Board is an Equal Opportunity Employer. Applicants are considered for employment on the basis of qualifications without regard to age, race/color, religion, national origin, sex, disability or membership in any other protected classification. Inquiries concerning application of this policy may be referred to Ms. Bertha Robinson, Supervisor of Title IX and/or Ms. Dorothy Dorsey, Supervisor of 504 responsibilities.