

## **St. John the Baptist Parish School Board Superintendent Application Form**

The St. John the Baptist Parish School Board (“Board”) thanks you for your interest in this position. By providing as much information as possible, you will allow us to assess your qualifications in a timely and efficient manner. Please allow us to provide you with important information. We ask that you read the application form and all attachments carefully and that you provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete, and correct.

### **Notice, Conditions and Directions:**

1. Completed applications, with all attachments, should be forwarded to St. John Parish Superintendent Search, St. John Parish the Baptist Parish School Board, P.O. Drawer 526, Reserve, Louisiana 70084.
2. In addition, you should include your resume and a copy of your Louisiana teaching credentials/certificate evidencing certification for the position. If you are not certified in Louisiana, your application must be accompanied by written confirmation from the Louisiana Department of Education that you are eligible for immediate certification as a school superintendent upon employment by the St. John the Baptist Parish School Board. Information regarding the requirements for Louisiana certification may be obtained by contacting the Louisiana Department of Education at 1-877-453-2721.
3. Applicants are asked not to contact School Board members. You may contact Courtney T. Joiner via email at [cjoiner@hamsil.com](mailto:cjoiner@hamsil.com) with any questions regarding your application or the completion of same.
4. Please type all the information and fill in all blanks.
5. **To be considered, applications must be received no later than September 23, 2019.** Delivery and proof of receipt is the obligation of the applicant. Only those applications found in the subject post office drawer as of the deadline date will be considered.
6. Please note that Louisiana law provides that all applications for superintendents are public records subject to release to the media, press or to any person requesting a copy. **Accordingly, the fact that you have applied, and the content of your application may become public knowledge.**
7. Louisiana law requires the Board to request certain information relative to your current or prior employment, and you must authorize such persons or entities to release such information to the Board. Any offer of employment, vote to employ or actual employment is conditioned upon the results of this review and the negotiation of a contract. Any adverse information, conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board’s offer of employment, vote to employ or contract. See attached forms and releases.

8. If hired, you must also submit fingerprints for a background check in accordance with La. R.S. 17:15 and La. R.S. 15:587.1. Such background check will reveal all criminal convictions and pleas, including those which may have been expunged. Any offer of employment, vote to employ, or contract is conditioned upon the results of this review. Any conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board's offer of employment, vote to employ or contract. See attached forms and releases.
  
9. Applicants selected for interviews will be notified as to time and place of interviews. Any expenses incurred by applicants in connection with the application or for travel to/from interviews shall be borne by the applicant.
  
10. The St. John the Baptist Parish School Board is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, gender, national origin, religion, disability or membership in any other protected classification.

**PERSONAL INFORMATION**

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Last Name	First	Middle Initial
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Business Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Home Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

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

Present Position: \_\_\_\_\_

Type of Organization or School District: \_\_\_\_\_

Enrollment: \_\_\_\_\_ Annual Budget: \_\_\_\_\_

Types of Certificates Held:  
 \_\_\_\_\_  
 \_\_\_\_\_

**ATTACH YOUR CERTIFICATE OR WRITTEN CONFIRMATION THAT YOU ARE ELIGIBLE FOR IMMEDIATE CERTIFICATION AS SUPERINTENDENT FROM THE LDOE.**

**PROFESSIONAL PREPARATION**

	<b>Institution &amp; Location</b>	<b>Major/ Minor</b>	<b>Degree</b>	<b>GPA (optional)</b>
<b>Undergraduate</b>				
<b>Graduate</b>				

**ADMINISTRATIVE EXPERIENCE**

<b>School System</b>	<b>City</b>	<b>State</b>	<b>Position</b>	<b>Dates From-To</b>

**TEACHING EXPERIENCE**

<b>Name of School</b>	<b>City</b>	<b>State</b>	<b>Grade or Subject</b>	<b>Dates From-To</b>

Total Years Administrative Experience \_\_\_\_\_ Total Years Teaching Experience \_\_\_\_\_

Louisiana Teaching Certificate Type and Number \_\_\_\_\_

List Area of Certification \_\_\_\_\_

Do you hold a teaching certificate from another state? \_\_\_\_\_ If so, please list State(s) and

areas of certification. \_\_\_\_\_  
Has your certificate ever been suspended, revoked or subject to other adverse action?  
\_\_\_\_\_ If so, please state the date, agency taking such action and reason for same:  
\_\_\_\_\_

Are you presently certified for the position of Superintendent of Schools by the Louisiana Department of Education? \_\_\_\_\_ If not, do you currently possess the educational requirements, experience and other qualifications necessary to obtain certification at this time? \_\_\_\_\_ Have you attached written confirmation of eligibility for immediate certification from the LDOE? \_\_\_\_\_. Please note that you must do so.

Have you ever been terminated by a school system or asked to resign? \_\_\_\_\_ If so, please attach an explanation identifying the employer, basis for termination or resignation and the date of same.

Have you ever been convicted of a felony or other serious offense? \_\_\_\_\_ If so, please attach an explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

Have you ever engaged in or been accused of engaging in sexual misconduct with a minor/student or the abuse or neglect of a minor? \_\_\_\_\_ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the dates(s), your employer at the time, criminal charges, jurisdiction and court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

Have you been the subject of any investigation of alleged sexual misconduct involving a minor or student, abuse of a minor or student or neglect of a minor or student? \_\_\_\_\_ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the dates(s), your employer at the time, the results of the investigation, criminal charges, jurisdiction, court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

State the earliest possible date you could begin work as a certified superintendent.  
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**MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND OFFICES AND DATES HELD:**

Organization	Dates From - To

**COMMUNITY ORGANIZATIONS AND SERVICES:**

<b>Organization</b>	<b>Dates From-To</b>

**REFERENCES** - List five (5) names, titles, work addresses, and telephone numbers of individuals familiar with your career that we may contact:

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____

**Other information which you think might be helpful.**

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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.

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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 application 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 St. John the Baptist 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 17:587.1(C), 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.

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**AUTHORIZATION AND RELEASE**

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 St. John the Baptist Parish School Board to request, receive, review and consider my prior evaluations and information relative to sexual misconduct or physical abuse, if any, with students from all of my current or previous school system employers. I further release the St. John the Baptist Parish School Board, its employees, agents 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 St. John the Baptist Parish School Board such information and documentation as may be requested in connection with my application for employment with it, including any documentation which had been previously sealed.

\_\_\_\_\_  
APPLICANT

DATE: \_\_\_\_\_