

## Caldwell Parish School Board Application Form

Application For: ( ) Teacher      ( ) Ancillary Position      ( ) Pupil Appraisal ( ) Other _____
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The Caldwell 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 Caldwell Parish Director of Personnel, Angela Gullatt.
2. In addition, you should include your resume’ and a copy of your Louisiana teaching credentials/certificate evidencing certification for the position for which you are applying or information or written confirmation from the Louisiana Department of Education confirming that you are capable of obtaining a certificate for such position. Information regarding the requirements for Louisiana certification may be obtained by contacting the Louisiana Department of Education (LDOE) at 1-877-453-2721.
3. Applicants are asked not to contact Caldwell Parish School Board members. You may contact Angela Gullatt at (318) 649-2689 extension 227 with any questions regarding your application or the completion of same.
4. Please type all the information and fill in all blanks.
5. All information you provide should be accurate and complete.
6. 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 or actual employment is conditioned upon the results of this review. Any adverse information, conviction or plea which impacts your eligibility, qualification or fitness for the position shall vitiate the Superintendent’s offer of employment or contract with you.
7. 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.
8. Applicants selected for interviews will be notified as to time and place of interviews.
9. The Caldwell 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.

# CALDWELL PARISH SCHOOL SYSTEM

P. O. Box 1019  
7112 Hwy 165  
Columbia, LA 71418

Phone: (318) 649-2689  
Fax: (318) 649-0636  
John Gullatt, Superintendent  
[johngullatt@caldwelledu.org](mailto:johngullatt@caldwelledu.org)

## **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:

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**PROFESSIONAL PREPARATION**

	<b>Institution &amp; Location</b>	<b>Major/ Minor</b>	<b>Degree</b>	<b>Graduation Date</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>

**Additional Information**

When are you available to begin, if hired? \_\_\_\_\_

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

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

List Areas of Certification \_\_\_\_\_

Do you Hold a Teaching Certificate From Another State? \_\_\_\_\_ If so, please list State(s) and areas of certification. \_\_\_\_\_

**Have you ever:**

Engaged in a sexual relationship with a minor or student? \_\_\_\_\_ Been investigated for having engaged in a sexual relationship with a minor or student? \_\_\_\_\_ Abused or neglected a minor or student? \_\_\_\_\_ Been investigated for having abused or neglected a minor or student? \_\_\_\_\_ Been terminated by a school system or asked to resign? \_\_\_\_\_ Been informed by a school system or its administration that your contract would not be renewed? \_\_\_\_\_ Been convicted of a felony or offense other than a minor traffic violation? \_\_\_\_\_ If you answered, "yes" to any of the questions in this paragraph, please attach a detailed explanation of the date, location, nature of the allegations, results of the investigation and entity with whom you were employed at the time. For any convictions, please attach an explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

**MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND OFFICES AND DATES HELD:**

Organization	Dates From - To

**REFERENCES -** List five (5) names, titles, work addresses, and telephone numbers of individuals familiar with your career that we may contact. **Two (2) of these references must be your last two immediate supervisors:**

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



## **AUTHORIZATION AND RELEASE**

### **IMPORTANT: READ CAREFULLY BEFORE SIGNING BELOW**

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 Caldwell 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 and 17:430 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, neglect or abuse with/of minors or 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**

I certify that the information which I have provided in the attached application is true and complete. I understand that furnishing false information or omitting 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 Caldwell Parish School Board to request, receive, and review my prior evaluations, observations, reprimands or any other documents which may reflect disciplinary action and information relative to sexual misconduct, abuse or neglect, if any, with minors or students from all of my current or previous school system employers. I further release the Caldwell 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 Caldwell Parish School Board such information and documentation as may be requested in connection with my application for employment with it, including any information which may have been sealed or which I asked to be withheld. Any agreement which prohibited a current or former employer from releasing complete information in its possession relative to my conduct or performance is hereby revoked as to this application.

\_\_\_\_\_  
APPLICANT

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

**AUTHORIZATION FOR RELEASE OF PERSONNEL FILE INFORMATION**

TO: All Current and Former Employers

I have applied for employment with the Caldwell Parish School Board (hereinafter "Board") in Columbia, Louisiana. I understand and agree that the Board has a legitimate need for certain information contained in my personnel file which may reflect upon my ability and competency to serve as an employee in its school system. Accordingly, I authorize you to release to the Caldwell Parish School Board, a copy of my observations, evaluations, reprimands or any other documents which may reflect disciplinary action against me, evidence of sexual misconduct with a student or the neglect or abuse of a student. I also authorize you to release information regarding any investigation of allegations that I may have engaged in sexual misconduct, neglect or abuse toward a student. **In consideration thereof, I release you, the Caldwell 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.** Any agreement which prohibited a current or former employer from releasing complete information in its possession relative to my conduct or performance is hereby revoked as to this application. This authorization shall expire upon the lapse of sixty (60) days from the date below or upon your receipt of my written notice of revocation.

\_\_\_\_\_  
APPLICANT

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