

# Richland Parish School System

## APPLICATION FOR EMPLOYMENT

P.O. Box 599  
Rayville, Louisiana 71269

Telephone (318) 728-5964  
Fax (318) 728-6481

Date \_\_\_\_\_ Social Security No. \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Maiden

Address: \_\_\_\_\_  
Street  
\_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_ Other Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Certification: State \_\_\_\_\_ Class (or Type) \_\_\_\_\_ Number \_\_\_\_\_

Areas of Certification: \_\_\_\_\_

### General Information

1. After filing application, candidates for employment will be scheduled to be interviewed by a review committee selected from the school system's administrators, supervisors and other professional staff members.
2. Remember to submit a copy of your current teaching certificate, or letter of application for certification, official college transcript, and a copy of your Praxis/NTE scores.
3. Salaries are determined by approved and verified teaching experience, education and salary schedules.
4. This application will remain active for two school semesters following the date of receipt. If not employed by that time applicants may renew the application by contacting the personnel office.
5. Principals, supervisors and others listed in this application will be contacted for references. If there are references that are not to be contacted, please indicate that supervisor's name.
6. Agreement to release of all personnel evaluation results is required to be consideration for employment.
7. The Richland Parish School System does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. Richland Parish School Board is an equal opportunity employer.

### For Office Use

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Professional Preparation

College (List in Order of Attendance)	Location	Dates of Attendance		Major	Minor	Degree
		From	Until			

Undergraduate Grade Point Average: \_\_\_\_\_

NTE	Score		Praxis	Score
Specialty Area			Area	
General Knowledge			PPST:M	
Communication Skills			PPST:R	
			PPST:W	
Professional Knowledge			PLT K-6	
			or PLT 7-12	

College Activities, Honors: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student Teaching Information (if less than three years of teaching experience):

Grade or Subject Taught: \_\_\_\_\_

School: \_\_\_\_\_

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

Supervising Teacher: \_\_\_\_\_

College Supervisor: \_\_\_\_\_

College Supervisor Address: \_\_\_\_\_

Grade Made in Student Teaching \_\_\_\_\_

\_\_\_\_\_



## Personal References

(Other than relatives or those principals or supervisors already listed)

Name	Mailing Address (Please Provide Complete Mailing Address)	Telephone	Relationship

## Narrative

In your own handwriting, describe why you want to teach in Richland Parish. Please indicate your grade level subject preference.

## Authorization\*

\*Important: Read Carefully and sign.

I hereby authorize the Richland Parish School System to conduct a criminal background investigation and I authorize the release of information from previous and current employers, educational institutions, professional and personal references, criminal records, charges and convictions, or other appropriate sources. I also authorize the release of personnel evaluation results pursuant to Act 506 of 1992 from all school districts in which I have been employed to the Richland Parish School Board. I understand that I may access any personnel evaluation results received in accordance with Act 506 and that I may provide any response deemed appropriate.

I guarantee the correctness of the information in this application. I understand that any omission or false statement made by me in this application will be sufficient grounds for discharge, should I become employed. I also affirm that I have never been convicted of a felony.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

OFFICE OF  
**RICHLAND PARISH SCHOOL BOARD**  
SHELDON JONES, SUPERINTENDENT  
**P.O. BOX 599**  
**RAYVILLE, LOUISIANA 71269**

**Kevin Eppinette**  
President

**Marie Lewis**  
Vice President

Dear Applicant:

We appreciate the interest you have shown in a position with the Richland Parish School Board. All applicants for professional staff and teacher positions must meet the requirements established by the state department of education in Bulletin 746 whenever possible. You can obtain additional information about positions listed in the bulletin by visiting the state department of education website at [www.doe.state.la.us](http://www.doe.state.la.us).

The items listed below should be submitted along with your application as soon as possible.

- \_\_\_\_\_ Official transcript of college credits
- \_\_\_\_\_ Copy of your current teaching certificate
- \_\_\_\_\_ Ancillary license /certification to practice in Louisiana, if applicable
- \_\_\_\_\_ NTE/Praxis Scores, if you do not have a Louisiana teacher certificate
- \_\_\_\_\_ Sign authorization for criminal background check
- \_\_\_\_\_ Sign each copy of the Louisiana Statewide Reference Form for certified positions. Provide a copy to each of the individuals you designate as character references. Please print the name and address of your reference in the blank box above the signature line of the person providing the reference.

All applicants considered for employment are scheduled for an interview before a committee of school administrators and supervisors. You will be notified of the time and date as positions become available.

Sincerely,

Robyne Crow  
Personnel Director