

RICHLAND PARISH SCHOOL BOARD  
P.O. BOX 599  
411 FOSTER ST.  
RAYVILLE, LA 71269

PERSONNEL \_\_\_\_\_ BY: \_\_\_\_\_  
PAYROLL \_\_\_\_\_ BY: \_\_\_\_\_

**APPLICATION FOR CLASSIFIED/SUBSTITUTE POSITION (circle one)**

**PERSONAL INFORMATION:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

EDUCATION: Check all that apply and indicate the highest level completed:

Level Completed: GED \_\_\_\_\_ High School Diploma \_\_\_\_\_ Vocational/Technical \_\_\_\_\_  
Community College: 1 Yr \_\_\_\_\_ 2 Yr \_\_\_\_\_ Credit hours Earned \_\_\_\_\_

College/University Level: Credit Hours Earned \_\_\_\_\_ Degree Earned \_\_\_\_\_  
Major Course of Study \_\_\_\_\_  
Teacher Certification: \_\_\_\_\_ Yes \_\_\_\_\_ No

State of Louisiana Retiree: \_\_\_\_\_ YES \_\_\_\_\_ NO Previous State Employee - 5 + years: \_\_\_\_\_ YES \_\_\_\_\_ NO

Position Applied For: (Substitute Employment) Teacher \_\_\_\_\_ Lunch \_\_\_\_\_ Custodian \_\_\_\_\_ Bus Driver \_\_\_\_\_  
(Classified \_\_\_\_\_)

**Work Sites: I am available to work in the following schools: (Please circle each choice)**

Delhi High	Delhi Middle	Delhi Elem.	Holly Ridge Elem.
Rayville High	Rayville Junior	Rayville Elem.	Start
Mangham High	Mangham Junior	Mangham Elem.	Richland Alt.

**Work Experience**

Employer	Address	Type of Work	Dates of Employment
_____	_____	_____	From: _____ To: _____
_____	_____	_____	From: _____ To: _____
_____	_____	_____	From: _____ To: _____
_____	_____	_____	From: _____ To: _____
_____	_____	_____	From: _____ To: _____

**Have you ever been convicted of, plead no contest to, or had a criminal offense expunged? \_\_\_\_\_**  
**If so, please give the date, nature, and disposition of the conviction. (Do not include traffic violations)**

**Are there any current charges pending against you? \_\_\_\_\_**

**I (Have) (Have Not) been convicted of a crime as enumerated in accordance with LA Revised Statute 17:15.**

### **Authorization and Release**

As an applicant for employment, I hereby authorize the Richland Parish School Board to conduct a criminal history background check in accordance with LA Revised Statute 17:15 and 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 evaluations 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 I may access any personnel evaluation results received in accordance with Act 506 and that I may provide any response deemed appropriate. Additionally, I understand that furnishing false information or omitting information could disqualify me from consideration for this position or could lead to my dismissal from this position after being hired.

The applicant further acknowledges by their signature below that he/she has been apprised of the requirements of a criminal history review as per LA Revised Statute 17:15 and that the school board shall dismiss any employee whose criminal background review meets the criteria established by R.S. 17:15 or by LA Revised Statute 15:587.1(C)

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**