

# Richland Parish School System

## APPLICATION FOR EMPLOYMENT

ATTN: Personnel  
P.O. Box 599  
Rayville, Louisiana 71269

personnel@richland.k12.la.us  
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 \_\_\_\_\_

Email Address (if available): \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Personal References

(Other than relatives or those principals or supervisors listed)

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

## Teaching Experience

School Parish/District	Address (Please Provide Complete Address)	Telephone	Principal	Grade or Subject	# of Years	Dates

Are you currently under contract? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, expiration date \_\_\_\_\_

Have you ever been discharged, requested to resign, or refused tenure? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain on separate page.

Are you a retiree with the state of Louisiana? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, what type of retiree? (Circle/Highlight)

Drop retiree

Option 5 retiree

Service retiree

Early Retirement retiree

## Professional Activities

Professional Organizations, Committees, Presentations, Publications:

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## Other Work Experience

Position	Name of Organization and Address	Telephone	Supervisor	No. of Years	Dates

## Narrative

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

## Authorization\*

**\*Important: Read carefully, complete and sign.**

Have you ever been convicted of, plead no contest to, or had a criminal offense expunged? Yes No  
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? Yes No

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

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 or charged with 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

**Eugene Young**  
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

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,

Rebecca Freeland  
Personnel Director