



RICHLAND PARISH SCHOOL BOARD

Mr. Sheldon Jones, Superintendent of Schools
Rebecca Freeland, Personnel Director
P.O. Box 599 • Rayville, Louisiana 71269
Telephone (318) 728-5964 • Fax (318) 728-6481

Application for Certified Employment

Complete all applicant sections, save a copy with your name in the filename, and return it with required attachments through the district's designated application submission method. Typed signature fields are provided; Personnel may request signature verification. For questions, email personnel@richland.k12.la.us.

Date		Social Security No.	
Name			
	Last	First	Middle
			Maiden
Street address			
City		State	
		ZIP	
Telephone		Cell phone	
Email			
Position sought		Date available	
Certification state		Class or type	
		Number	
Areas of certification			

General Information

1. Candidates will be scheduled for interviews by a review committee selected from system administrators, supervisors and other professional staff.
2. Submit your current teaching certificate or letter of application for certification, official college transcript and Praxis/NTE scores.
3. Salary is determined by approved and verified teaching experience, education and salary schedules.
4. This application remains active for two school semesters after receipt. Contact Personnel to renew it if you have not been employed.
5. Listed principals, supervisors and references may be contacted. Identify any supervisor you request not be contacted and explain on an attached page.
6. Authorization to release personnel evaluation results is required for employment consideration.
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 services. RPSB is an equal opportunity employer.

Professional Preparation

Applicant name Date

College or university	Location	Attendance from and to	Major and minor	Degree

Undergraduate grade point average

NTE examination	Score	Praxis examination	Score
Specialty Area		Area	
General Knowledge		PPST Mathematics	
Communication Skills		PPST Reading	
Professional Knowledge		PPST Writing	
		PLT K–6 or PLT 7–12	

College activities and honors

Student Teaching

Complete if you have fewer than three years of teaching experience.

Grade or subject taught

School

School address

Supervising teacher

College supervisor

College supervisor address

Student teaching grade

Employment History

Applicant name Date

Teaching Experience

List all teaching experience. Attach additional pages if needed.

School and district	Complete address and telephone	Principal	Grade or subject	Years and dates

Currently under contract? ☐Yes ☐No Contract expiration date

Have you ever been discharged, requested to resign, or refused tenure? ☐Yes ☐No

If yes, explain on an attached page.

Are you a Louisiana state retiree? ☐Yes ☐No

If yes, select type: ☐DROP ☐Option 5 ☐Service ☐Early retirement

Professional Activities

Professional organizations, committees, presentations and publications

Other Work Experience

Position	Organization and complete address	Telephone	Supervisor	Years and dates

References and Teaching Interests

Applicant name Date

Personal References

List three references other than relatives or principals and supervisors already listed.

Name	Complete mailing address	Telephone and email	Relationship

Teaching Interests

Describe why you want to teach in Richland Parish. Include your preferred grade level or subject.

Ethics and Attendance Disclosure

Applicant name Date

Immediate Family Relationships

Certain provisions of the Louisiana Code of Governmental Ethics govern employment and personnel matters and restrict positions that may be filled by immediate family members of the superintendent or school board members.

For this disclosure, immediate family under La. R.S. 42:1102 includes children; spouses of children; brothers and their spouses; sisters and their spouses; parents; spouse; and parents of the spouse.

Are you an immediate family member of the superintendent or any Richland Parish School Board member? ☐ Yes ☐ No

If yes, list each person, office or position, and your exact relationship.

If you are already employed by RPSB, provide your original employment date and position.

A disclosed relationship requires review by Personnel under La. R.S. 42:1119 and does not by itself determine employment eligibility. Provide complete information even if you believe an exception applies.

Attendance and Punctuality

Regular attendance, punctuality and compliance with work schedules are important job expectations, subject to applicable leave and accommodation requirements.

Can you meet the attendance and work schedule requirements of the position?

☐ Yes ☐ No

Optional explanation limited to work schedule availability. Do not include diagnoses, medical history, disability information or reasons for medical leave.

I understand that RPSB may verify job performance, attendance and punctuality through job-related reference checks. I will not provide medical records or medical explanations with this application.

I certify that the information on this page is true and complete.

Applicant signature Date

Test Security Disclosure

Applicant name Date

La. R.S. 17:15 — Read carefully and answer each question. For these questions, facilitating cheating includes personally or by assisting another: providing or suggesting answers to students; correcting an answer or suggesting a correction; providing information during an assessment; or violating test security or assessment administration procedures.

1. Have you ever been accused of facilitating cheating on a state assessment or other standardized test? ☐
Yes ☐ No

2. If yes, identify the public, private or charter school district or system where you were employed when you administered or assisted with the assessment.

3. Was the allegation investigated? ☐ Yes ☐ No ☐ Not applicable

4. What was the result of the investigation?

5. Were any scores voided, thrown out or not counted as a result?
☐ Yes ☐ No ☐ Not applicable

6. Did you resign? ☐ Yes ☐ No ☐ Not applicable

7. Were you terminated, asked to resign, or was your contract not renewed, in whole or in part because of the testing irregularity? ☐ Yes ☐ No ☐ Not applicable

Attach explanations as needed. I guarantee the correctness of these answers. I understand that an omission or false statement may be sufficient grounds for discharge if employed.

Applicant signature Date

Authorization

I authorize the Richland Parish School System to conduct a criminal background investigation and obtain information from current and former employers, educational institutions, professional and personal references, criminal records, charges and convictions, and other appropriate sources. This authorization includes job-related verification of employment, performance, attendance and punctuality, but does not authorize release of medical records or disability-related information during pre-offer review.

I authorize release to RPSB of personnel evaluation results under Act 506 of 1992 from all school districts in which I have been employed. I understand that I may access results received in accordance with Act 506 and provide a response.

I guarantee the correctness of this application. I understand that an omission or false statement may be sufficient grounds for discharge if employed. I also affirm that I have never been convicted of a felony.

Applicant signature Date

Personnel Verification Record

Applicant name Date

FOR OFFICE USE ONLY — Not to be completed by the applicant

Position School

Reference Verification

Contact the applicant's current or former supervisors directly. Copy this record for additional contacts. Request job-related information only; do not ask for diagnoses, medical history, disability information or the amount or reasons for prior sick leave.

Employer Supervisor

Title Telephone or email

Contacted by Date Method

Employment dates and position verified

Evaluation results reviewed and source

How did the applicant meet attendance, punctuality and call-in requirements? Limit responses to nonmedical job-related information. Do not count legally protected leave as misconduct.

Eligible for rehire? ☐ Yes ☐ No ☐ Not provided Job-related explanation:

Ethics Review

☐ No relationship disclosed ☐ Relationship referred for review

Relationship and employment dates verified

Review outcome and supporting documentation

Reviewed by Date

Transferable Sick Leave Verification

Complete after a conditional offer for leave-credit administration. Verify the transferable balance with the former employer; do not request medical details or use the balance as a pre-offer screening measure.

Former district Verified balance days

Effective date Verified by Date

Supporting transfer record received Personnel or Payroll initials

Other follow-up or hiring conditions