

Mr. Mike Milstead  
Superintendent

LINCOLN PARISH SCHOOL SYSTEM  
410 S Farmerville Street, Ruston, LA 71270  
Telephone: 318-255-1430  
FAX: 318-251-8100

Dr. Doris Lewis  
Human Resources Director

**APPLICATION FOR EMPLOYMENT**  
(Please Print)

Application for the Position of: \_\_\_\_\_ PK-5 Teacher \_\_\_\_\_ 6-12 Teacher \_\_\_\_\_ SPED Teacher

**Name**  
Last First Middle/Maiden Date of Birth

**Address**  
Street and Number Town/City State/Zip Telephone Number(s)

**Social Security #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Applicable Licenses** \_\_\_\_\_ **Birth State:** \_\_\_\_\_  
Certificates – List Types, Numbers, Expiration Dates, and Areas of Certification

**Teaching Preference:** \_\_\_\_\_ **Certification Area(s):** \_\_\_\_\_

**Degree (Circle One)** BA / BS MA / MS / MEd M+30 Ed. Spec. Ed.D. / Ph.D.

**EDUCATION**

EDUCATION	DATES ATTENDED / / to / /	GRADUATION DATE	DIPLOMA/ DEGREE/MAJOR
High School			
College(s)			
Graduate Degrees			

**STUDENT TEACHING INFORMATION**

Grade or Subject Taught	School	Address	Supervising Teacher	Final Grade	Year- Long Resident?

**TEACHING EXPERIENCE (Beginning with most current-use back of page for additional listings)**

Name and Address of School	Parish or County	Telephone	Grade or Subject	# of Years	Dates

\_\_\_\_\_ I have never worked in another school district prior to Lincoln Parish.

Are you presently under contract with any other school system? \_\_\_\_\_ If Yes, expiration date: \_\_\_\_\_

Have you ever been discharged, requested to resign, or refused tenure? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

Are you or have you ever been a member of the Louisiana Teacher's Retirement, the Louisiana School Employees Retirement System, or the State Employees' Retirement System?

(\_\_\_\_\_) Yes (\_\_\_\_\_) No Year Retired \_\_\_\_\_

**PROFESSIONAL REFERENCES** (Including at least one you have worked for)

Name and Occupation	Address	Phone number

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? \_\_\_\_\_

**Please attach the following BEFORE you submit this application:**

- 1. Copy of your most current teaching certificate or a letter from the University proving graduation or that certificate has been applied for.
- 2. An official copy of your most recent final evaluation report/results (COMPASS).
- 3. A copy of your NTE/Praxis scores
- 4. A copy of your driver's license.
- 5. A copy of your social security card.
- 6. A letter of UNCONDITIONAL enrollment and a *Plan of Study* if enrolled in an alternative certification program.
- 7. A transcript of all college work.

**NOTE: Only certified applicants will be considered for hire.  
\*\* Upon HIRE, background check (\$30 Money Order or Cash) is required.**

The Lincoln Parish School Board is an Equal Opportunity Employer. Applicants are considered for employment on the basis of qualifications without regard to age, race/color, religion, national origin, sex, or disability. Inquiries concerning application of this policy may be referred to Lisa Bastion, Coordinator of Title IX and Section 504 responsibilities.

**AUTHORIZATION AND RELEASE**

*IMPORTANT: READ CAREFULLY*

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 that the board to which the application is being made must inform the applicant of this requirement. Accordingly, **Lincoln Parish School Board** will request evaluation results from the school districts which you have listed on your application. You will be given an opportunity to review the evaluation results received and to provide a response or information as you deem appropriate. Written responses will be retained with your application.

Louisiana Revised Statutes 17:15 requires all applicants for employment to be fingerprinted in order to assist in a background check of the employee. Should any applicant (or employee) have been convicted of or plead guilty to one of the criminal offenses set forth in Louisiana Revised Statutes 17:587.1(C), that person is generally precluded from further employment with the school system.

Louisiana Revised Statutes 17:81.9 requires a school board receiving an application to request that all current and prior school board employers of the applicant to provide it with all information relative to instances of sexual misconduct with students committed by the applicant, if any. This law further provides that the applicant must release all such employers from liability as may result from the release of such information.

-----  
I certify that the information which I have provided in my application is true and complete. I understand that furnishing false information or omitting information could disqualify me from consideration for employment or could lead to my discharge from employment. You are hereby authorized to request documentation and information relative to my prior teaching experience, evaluations, and sexual misconduct with students from all current or prior school system employers. In consideration of your accepting and considering my job application, I hereby release the **Lincoln Parish School Board** and all current and former employers, their agents and employees from any liability connected with such disclosures and do hereby authorize my current and prior employers to release such information and documentation as may be requested in connection with the application process to the **Lincoln Parish School Board**.  
-----

\_\_\_\_\_  
**Print Full Name**

\_\_\_\_\_  
**Applicant's Signature**

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