

# A E Phillips Laboratory School

## APPLICATION FOR EMPLOYMENT

P O Box 10168  
Ruston, LA 71272

Telephone: (318) 257-3469  
FAX: (318) 257-3676

**Dr. Jenny Blalock**  
Director

**Stephanie Whitten**  
Coordinator

**Name** \_\_\_\_\_  
Last First Middle Maiden

**Address** \_\_\_\_\_  
Street or Box Number City State ZIP

**Primary Phone #:**    -

**Alt. Contact #:**    -

**Social Security Number:**    -

**Race** \_\_\_\_\_

**Date of Birth:**   -

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

**Today's Date** \_\_\_\_\_ **Email:** \_\_\_\_\_

### EDUCATION

School	Location	Dates Attended		Major	Minor	Degree Earned
		From	Until			
High School						
College or University						

**Undergraduate Grade Point Average**  **National Board Certified?** (originally awarded prior to July 2013)  Yes  No

### STUDENT TEACHING INFORMATION

Grade or Subject Taught	School	Address	Supervising Teacher	Final Grade

### TEACHING CERTIFICATE INFORMATION

Are you currently certified? If yes, please complete the following:

State	Type	Number	Date Issued	Period Valid	Areas of Certification

If you are not certified, please explain:

**Teaching Preference:** \_\_\_\_\_

**TEACHING EXPERIENCE (Beginning with most current)**

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

**NON-TEACHING EXPERIENCE**

Position	Name of Organization	Telephone	Supervisor	# of Years	Dates

**PROFESSIONAL REFERENCES**

Name	Address	Telephone	Relationship

**GENERAL INFORMATION**

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: \_\_\_\_\_

Have you ever taught in Lincoln Parish Schools? \_\_\_\_\_ Dates: \_\_\_\_\_

Are you retired from a Louisiana retirement system? \_\_\_\_\_ If yes, which system? \_\_\_\_\_

Have you ever been convicted of, plead nolo contendere (no contest) to, or had a criminal offense expunged? \_\_\_\_\_

DO NOT INCLUDE MINOR TRAFFIC VIOLATIONS. If YES, give the date, nature, and disposition of the offense. \_\_\_\_\_

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

Do you have military service that needs to be considered? \_\_\_\_\_

**Before you return this application, please attach the following items:**

1. A copy of your most current <b>teaching certificate</b> or a letter from the University proving graduation or that certificate has been applied for.	4. A copy of your <b>driver's license</b>
2. An official copy of your most recent final evaluation report/results (COMPASS in LA) from previous employer	5. A copy of your <b>social security card</b>
3. A copy of your <b>NTE/Praxis scores</b>	6. A <b>transcript of all college work</b>

Louisiana Tech University and A E Phillips Laboratory School are 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.

**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, **A E Phillips Laboratory School** 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/school 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.

**AUTHORIZATION AND RELEASE**

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 Louisiana Tech University/A E Phillips Laboratory School 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 A E Phillip Laboratory School.

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

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

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