

Ascension Parish School Board

Post Office Box 189
Donaldsonville, Louisiana 70346

CERTIFIED TEACHER APPLICATION FORM

Date of Application

Date Available for Work

PLEASE PRINT OR TYPE

PERSONAL INFORMATION

Name _____
(First) (Middle / Maiden) (Last)

Social Security Number _____

Mailing Address: _____ Permanent Address: _____

Street _____ Street _____

City _____ City _____

State _____ Zip _____ State _____ Zip _____

Home Phone _____ Mobile Phone _____ Email Address _____

The following information is collected to complete Equal Opportunity reports required by law. While requested, you are not legally obligated to provide this information.
Racial / Ethnic Group _____

CERTIFICATION

Do you hold a valid Louisiana teaching certificate? Yes No Type and Number _____

Date Issued: _____ List All Area(s) of Certification (as stated on certificate) _____

Do you hold a valid certificate from another state? Yes No State & Number: _____

Highly Qualified: Yes No List All Highly Qualified Areas _____

Provide Documentation for HQ Status: Passed Content-Specific or Subject-Specific Exam National Board Certified Teacher

Earned Master's Degree in Content Area Completed coursework equivalent to academic major in a content area

Met the HOUSSSE definition

PRAXIS / NTE SCORES (Include a Copy of All Praxis / National Teacher Examination Scores)

Praxis I Requirements

PPST Reading _____ (172)	CBT Reading _____ (319)	Communication Skills _____ (645)
PPST Writing _____ (171)	CBT Writing _____ (316)	General Knowledge _____ (644)
PPST Math _____ (170)	CBT Math _____ (315)	Professional Knowledge _____ (645)

Praxis II Requirements

Principles of Learning & Teaching: Grades K-6 (161) _____ Grades 5-9 (154) _____ Grades 7-12 (161) _____

Content Knowledge / Specialty Area(s) and Score(s)

(1) _____

(2) _____

TEACHING EXPERIENCE (Begin with the most recent, exclude student teaching)

School _____

Position (Grade / Subject) _____

Address _____

Employed From _____ To _____

City, State, Zip _____

Name of Last Principal _____

Phone Number _____

Reason for Leaving _____

School _____

Position (Grade / Subject) _____

Address _____

Employed From _____ To _____

City, State, Zip _____

Name of Last Principal _____

Phone Number _____

Reason for Leaving _____

School _____

Position (Grade / Subject) _____

Address _____

Employed From _____ To _____

City, State, Zip _____

Name of Last Principal _____

Phone Number _____

Reason for Leaving _____

School _____

Position (Grade / Subject) _____

Address _____

Employed From _____ To _____

City, State, Zip _____

Name of Last Principal _____

Phone Number _____

Reason for Leaving _____

TOTAL FULL-TIME TEACHING EXPERIENCE (IN YEARS) _____

STUDENT TEACHING (Beginning, First Time Teachers Only)

School _____

Position (Grade / Subject) _____

Address _____

Dates _____

City, State, Zip _____

Supervising Teacher _____

Phone Number _____

University Supervisor _____

EDUCATION

Bachelor's Degree: College or University _____

Date of Graduation _____ Grade Point Average _____

Master's Degree: College or University _____

Date of Graduation _____ Grade Point Average _____

Other Advanced Degree (s): College or University _____

Degree _____

Date of Graduation _____ Grade Point Average _____

REFERENCES (List at least three persons not related to you who know your ability as a teacher)

Name _____ Position _____

Address _____ Phone _____

Name _____ Position _____

Address _____ Phone _____

Name _____ Position _____

Address _____ Phone _____

PREFERENCES / SKILLS / INTERESTS

Level(s) for which you would like to be considered: _____ Primary (grades K – 4) _____ Middle (grades 5 – 8)

_____ Secondary (grades 9 – 12) _____ Special Education

Other: _____

Are you fluent in a foreign language? Yes No Specify: _____

Are you interested in working in any of these areas?

Art Yes No

Club Sponsor Yes No

Music – Band / Choir Yes No

Cheerleader Sponsor Yes No

Coaching – Boys Yes No

Dance Team Sponsor Yes No

Coaching – Girls Yes No

Yearbook / Newspaper Sponsor Yes No

(Please feel free to provide additional information about your skills and interests on your resume.)

ADDITIONAL INFORMATION

Military Service: Yes No Branch: _____ Dates _____

Teachers employed by the Ascension Parish School Board are required to join the Teachers' Retirement System of Louisiana. Are you a member of the Teachers' Retirement System? Yes No

Are you a retired teacher from the Teacher's Retirement System of Louisiana? Yes No

If yes, did you retire after participating in the Deferred Retirement Option Plan (DROP)? _____

Are you under contract now? Yes No Date of Expiration _____

Name of School _____ School System _____

Have you ever been discharged or resigned in lieu of discharge from employment? Yes No

Are you on approved leave from a school system? Yes No If yes, ending date: _____

Have you ever been employed by Ascension Parish School Board? Yes No If yes, when? _____

Have you ever been convicted of any law violation outside of Louisiana (except a minor traffic violation)? Yes No

If yes, explain: _____

REQUIREMENTS

This application will not be considered complete unless the following are included:

1. **Copy of Louisiana Teaching Certificate** If you have completed all requirements for a teaching certificate but have not yet received it, include documentation to this effect. If you do not have a Louisiana Teaching Certificate, you may contact the Division of Teacher Certification, Louisiana Department of Education, Post Office Box 94064, Baton Rouge, Louisiana 70804-9064, or phone 225-342-3490.
2. **Copy of Praxis and/or National Teachers Examination scores** (if applicable)
3. **Official Transcript of college credits** (No copies or scanned copies please)
4. **Resume requested**, but not required.

In making this application for employment, it is understood that references and former employers may be contacted concerning job performance, and that information obtained will be confidential. In accordance with School Board policy and state law, all applicants who are recommended for employment shall submit fingerprints for a criminal background check and undergo a drug screening.

Applications are kept on file for one (1) year.

R.S. 17:391.5H REQUIRES THAT ANY SCHOOL BOARD WISHING TO HIRE A PERSON WHO HAS BEEN EVALUATED PURSUANT TO ACT 506 WHETHER THAT PERSON IS ALREADY EMPLOYED BY THAT SCHOOL SYSTEM OR NOT, SHALL REQUEST SUCH PERSON'S EVALUATION RESULTS AS PART OF THE APPLICATION PROCESS. THE BOARD TO WHICH APPLICATION IS BEING MADE SHALL INFORM THE APPLICANT THAT AS PART OF THE MANDATED PROCESS, THE APPLICANT'S EVALUATION RESULTS WILL BE REQUESTED, THE APPLICANT SHALL BE GIVEN THE OPPORTUNITY TO APPLY, REVIEW THE INFORMATION RECEIVED, AND PROVIDE ANY RESPONSE OR INFORMATION THE APPLICANT DEEMS APPROPRIATE.

AGREEMENT AND SIGNATURE

I certify that the information in this application is true and correct without consequential omissions of any kind. I understand that furnishing false information or omitting information on this application could disqualify me for consideration for employment. You are hereby authorized to investigate my employment history.

Signature: _____ Date: _____

Statement of Non-discrimination

It is the policy of the Ascension Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in its educational programs and activities. This includes, but not limited to, admissions, educational services, financial aid, and employment.

Revised October 2006