

Application for Employment as
SUPERINTENDENT OF SCHOOLS

Zachary Community School District
3755 Church Street
Zachary, LA 70791



NOTICE TO APPLICANT

The Zachary Community School District does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy extends to the educational programs and activities operated by the state, districts, and schools. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 66, of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Street Address _____

City _____ State _____ Zip _____

E-mail Address _____ Cell/Home Phone _____ Work Phone _____

Current Position _____ School District/Company _____

Student Enrollment _____ Number of Staff _____ Annual Budget _____

EDUCATIONAL PREPARATION

Undergraduate Education

College/University State/Country Major Minor Degree Earned Dates Attended

Graduate Education

College/University State/Country Major Minor Degree Earned Dates Attended

Special Seminars, Courses, Training

Institution State/Country Subject Dates Attended

CERTIFICATIONS

Do you hold a valid Louisiana Certificate with Superintendent Endorsement? Yes No
(If you have questions regarding certification contact the Louisiana Department of Education)

Please list and attach a copy of all certifications

RECOGNITIONS

List special recognitions, awards, and/or publications.

PROFESSIONAL MEMBERSHIP/RECENT COMMUNITY ACTIVITIES

Indicate leadership responsibilities relevant to Superintendent position.

WORK EXPERIENCE RELATED TO THE FIELD OF EDUCATION

List your most recent teaching/administrative experience beginning with your current position. Complete this section even though the same information may be included on your resume.

- 1. Employer _____ Phone _____
 Street Address _____ City _____ State _____ Zip _____
 Employed from (date) _____ To (date) _____ Salary _____
 Immediate Supervisor _____ Supervisor's Title/Position _____
 Duties/responsibilities _____
 Reason for leaving (please be specific) _____

- 2. Employer _____ Phone _____
 Street Address _____ City _____ State _____ Zip _____
 Employed from (date) _____ To (date) _____ Salary _____
 Immediate Supervisor _____ Supervisor's Title/Position _____
 Duties/responsibilities _____
 Reason for leaving (please be specific) _____

- 3. Employer _____ Phone _____
 Street Address _____ City _____ State _____ Zip _____
 Employed from (date) _____ To (date) _____ Salary _____
 Immediate Supervisor _____ Supervisor's Title/Position _____
 Duties/responsibilities _____
 Reason for leaving (please be specific) _____

- 4. Employer _____ Phone _____
 Street Address _____ City _____ State _____ Zip _____
 Employed from (date) _____ To (date) _____ Salary _____
 Immediate Supervisor _____ Supervisor's Title/Position _____
 Duties/responsibilities _____
 Reason for leaving (please be specific) _____

REFERENCES

List at least three individuals who can attest to your professional experience and qualifications.

- 1. Name _____ Title/Position _____
 Email Address _____ Work Phone _____ Cell Phone _____
 Relationship to you _____
- 2. Name _____ Title/Position _____
 Email Address _____ Work Phone _____ Cell Phone _____
 Relationship to you _____
- 3. Name _____ Title/Position _____
 Email Address _____ Work Phone _____ Cell Phone _____
 Relationship to you _____

BACKGROUND CHECK AND INFORMATION

In addition to the following information, a thorough background check, including credit and criminal history, may be made at the option of Zachary Community School District. The District may also require a post-offer physical examination.

“Yes” answers to the following questions will not necessarily result in denial of an offer of employment. The Zachary Community School Board will consider all the circumstances, including the date and nature of events that have led to the actions described below. Your written explanation will assist the Board in determining your eligibility and suitability for an offer of employment.

If “Yes” is selected in response to any question, attach additional sheets and clearly identify as “Background Check Information” with a detailed explanation.

- A. Have you ever been convicted of, admitted committing, plead no contest, or are you awaiting trial for any crime (excluding only minor traffic violations not involving any allegation of alcohol, drugs, or reckless driving) or have any civil charges previously or pending involving allegations of child abuse or spousal abuse?
 YOU MUST ANSWER “YES” IF TRUE, EVEN IF THE MATTER WAS LATER DISMISSED, DEFERRED, REVERSED, OR VACATED. IF YOU ANSWER “YES,” YOU MUST PROVIDE DATES OF THE PROCEEDINGS, THE NAME AND ADDRESS OF THE COURT WHERE THE PROCEEDINGS OCCURRED, A STATEMENT OF THE ACCUSATION AGAINST YOU AND THE FINAL DISPOSITION OF THE CASE(S).

No

Yes (attach a separate sheet for explanation)

- B. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer?
 YOU MUST ANSWER “YES” IF TRUE, EVEN IF THE MATTER WAS LATER RESOLVED WITH ANY FORM OF SETTLEMENT OR SEVERANCE AGREEMENT, REGARDLESS OF ITS TERMS. IF YOU ANSWER “YES,” YOU MUST PROVIDE THE DATE OF TERMINATION OR RESIGNATION AND OTHER ACTION CONCERNING TENURE REAPPOINTMENT OR CONTINUING CONTRACT DENIAL AND THE NAME, ADDRESS, AND TELEPHONE NUMBER OF THE EMPLOYER(S) AND A STATEMENT OF THE ALLEGED REASONS FOR TERMINATION OR RESIGNATION.

No

Yes (attach a separate sheet for explanation)

- C. Have you ever had any license or certificate of any kind (teaching certificate or otherwise) revoked or suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private?
IF YOU ANSWER "YES," YOU MUST PROVIDE THE DATES OR PROCEEDINGS, NAME, ADDRESS, AND TELEPHONE NUMBER OF THE AGENCY OR BODY WHERE PROCEEDINGS TOOK PLACE, A STATEMENT OF THE ACCUSATIONS AGAINST YOU, THE FINAL DISPOSITION AND/OR STATUS OF THE CHARGE OR COMPLAINT.

No

Yes (attach a separate sheet for explanation)

- D. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body, or by your current or any previous employer?
IF YOU ANSWER "YES," YOU MUST PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE EMPLOYER OR LICENSING BODY AND STATEMENT OF THE ACCUSATION AGAINST YOU.

No

Yes (attach a separate sheet for explanation)

- E. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation either as the plaintiff/complainant or defendant/respondent?

No

Yes (attach a separate sheet for explanation)

Applicant hereby waives his/her right to confidentiality with regard to his/her work record or criminal record and consents to and authorizes the release of information from current or former employers and/or law enforcement personnel upon inquiry under this application.

RELEASE OF ASSESSMENT AND EVALUATION INFORMATION

La.R.S. 17:3884(D) requires that any school board within to hire a person who has been assessed or evaluated pursuant to the Children First Act La.R.S. 17:3871, et seq., whether that person is already employed by that school system or not, shall request such person's assessment and evaluation results as part of the application process. Please be advised that, as part of the mandated process, your previous assessment and evaluation results will be requested. You have the opportunity to apply, review the information received, and provide any response or information you deem appropriate.

MISCONDUCT DISCLOSURE

I authorize you to make investigations and inquiries of my personal, employment, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, or persons from liability in responding to inquiries in connection with my application. School boards within the state reserve the right to reject an incomplete application and further reserve the right to dispose of any application which is not current in a one-year period. References and personal information which become a part of this record are to be regarded as confidential and shall not be revealed to me. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employing authority, if employed. I certify that the answers given herein are true and complete to the best of my knowledge. I have read and agree with the information provided to me.

SEXUAL MISCONDUCT DISCLOSURE STATEMENT

Pursuant to La. R.S. § 17.81.9, I authorize the disclosure of information from any current or previous employer of mine, if such employer is/was a city, parish, or other local school board, relative to all instances of sexual misconduct with students committed by me, if any. I expressly give consent for the release of such information from any school employee and/or teacher personnel file maintained with respect to me. I release my current or previous employer, if employer is/was a city, parish, or other local school board, and any employee acting on behalf of such employer from any liability for providing any information relative to all instances of sexual misconduct with student(s) as defined by BESE committed by me, if any.

Initials

I am aware that the Louisiana Public Records Law will require that all applicant information is public information and can be released to the media upon request

VERIFICATION STATEMENT

The information I have provided in the Application for Superintendent of Schools is true, correct, and complete to the best of knowledge. I certify that I have answered all questions to the best of my ability, and I have not withheld any information that would unfavorably affect my application for employment. I acknowledge that my misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, may be the cause for my rejection from employment, or may result in my subsequent dismissal if I am hired.

Signature of Applicant

Date

APPLICANT'S FILE MUST INCLUDE:

1. A letter of application stating personal qualifications, experiences and reasons for interest in the position.
2. A signed and completed official application form
3. Current resume
4. Copies of all certificates listed on the application
5. Any necessary letters of explanation

DEADLINE FOR APPLICATION:

Return application and materials to:
Applications should be postmarked by August 29, 2012.
Zachary Community School District
3755 Church Street
Zachary, LA 70791