



UNCERTIFIED JOB APPLICATION

GENERAL INFORMATION

Name (Last)	(First)	(Middle/Maiden)		
Mailing Address	(City)	(State)	(Zip)	Telephone
Physical Address	(City)	(State)	(Zip)	Alt Telephone
E-Mail Address				

POSITION DESIRED

Position you are applying for:
School(s) Preferred:

EDUCATION AND CERTIFICATION

*Please include a copy of your High School or University Diploma.						
High School or University Attended (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			☐ Yes		
	To			☐ No		

	From			☐ Yes		
	To			☐ No		
	From			☐ Yes		
	To			☐ No		
Are you enrolled in an Alternative Certification program? ☐ Yes ☐ No						
If so, which program and have all your Praxis requirements been successfully completed?						

WORK EXPERIENCE (Most Recent First)

Employer 1:	Telephone	From:
Email Address:		To:
Job Title:	May We Contact This Employer? ☐ Yes ☐ No	
Specific Duties	Reason for Leaving:	
Employer 2:	Telephone	From:
Email Address:		To:
Job Title:	May We Contact This Employer? ☐ Yes ☐ No	
Specific Duties	Reason for Leaving:	
Employer 3:	Telephone	From:
Email Address:		To:
Job Title:	May We Contact This Employer? ☐ Yes ☐ No	
Specific Duties	Reason for Leaving:	

REFERENCES (People who have knowledge of your work ethic.)

Name:	Relationship:	Contact information:
Name:	Relationship:	Contact information:
Name:	Relationship:	Contact information:

ADDITIONAL INFORMATION

Have you ever been convicted of, plead guilty to, or plead no contest to a felony?	☐ Yes ☐ No
Are you retired from the Teacher Retirement System of Louisiana (TRSL) or the Louisiana School Employees' Retirement System (LSERS)	☐ Yes ☐ No
If "yes," what year did you retire?	

This application is for Full Time Employment. Substitute Applications can be obtained at the front desk of the School Board Office.

**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 a 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, Jackson Parish School Board will request evaluation results from the school districts which you have listed in 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 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. Please note that expunged offenses will be reflected on the criminal history report received by the Board.

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 the attached application is true and complete. I understand that furnishing false information or omitting information on this application could disqualify me from consideration for employment or could lead to my discharge from employment. You are hereby authorized to request my prior evaluations and information relative to 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 Jackson 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 my personnel file, including such information and documentation as may be requested in connection with the application process to the Jackson Parish School Board.

Signature of Applicant:

Date:

Email this completed application and additional documents to
Dr. Robin Potts, Personnel Director at
robin.potts@jpsbschools.us

Note: This application will remain in the active file for a period of twelve months. Jackson Parish School Board is an Equal Opportunity Employer. We are dedicated to a policy of non-discrimination on any basis including Race, Creed, Color, Age, Sex, Religion, National Origin, or Physical Disabilities.