



## Application Requirements

### Join our Team of Committed Educators

West Baton Rouge Parish is dedicated to hiring outstanding teachers who are ready to make a difference in the lives of our students and who want to join our team of educators.

Our priority is for the West Baton Rouge Parish School System (WBR) to provide an inspiring, efficient and organized hiring process for all applicants. To be considered for placement, applicants must successfully complete two steps, which include:

- Round 1 Interview** with WBR staff member
- Round 2 Interview** with school administrator

### Application and Supporting Materials Checklist

In addition to your application, please submit the following:

- Letter of Intent** – your letter should address why you want to teach in WBR and your goals for success in the classroom
- Complete College Transcripts**
- PRAXIS or NTE Scores**
- Teaching Certificate** or written progress towards certification
- Copy of Degree/License** (Diploma)
- 2 WBR Reference Checklists** (Included in Packet)
- Release of Assessment and Evaluation Information Form**, completed and signed (Form Included in Packet)
- Disclosure and Release Statement Regarding Sexual Misconduct**, completed and signed (Form Included in Packet)

**WBR Reference Checklists** should be submitted in sealed envelopes with the signature of the reference across the seal on the back of the envelope.

### Hiring Process

After you have:

- **Submitted an Application** and all required supporting documentation,
- **Completed Round 1** (pre-selection) interview

A Human Resources staff member will determine if you are eligible for employment. If you meet WBR's employment criteria, you will advance to "*Candidate*" status. As vacancies become available, principals can access your application materials and will contact you for a school-based (**Round 2 Interview**) selection interview.

The Human Resources Department is committed to keep you informed throughout this process. We can be reached by phone at 225-343-8309, ext. 218 or by email at [aryland@wbrschools.k12.la.us](mailto:aryland@wbrschools.k12.la.us). Our fax number is 225-387-2101.



# WEST BATON ROUGE PARISH PUBLIC SCHOOLS

## Application for Certified Employment

3761 Rosedale Road  
Port Allen, LA 70767

Phone (225) 343-8309 \* \* Fax (225) 387-2101

West Baton Rouge School Board/An Equal Opportunity Employer

**FOR OFFICE USE ONLY**

- Letter of Intent
- Teaching Certificate
- Copy of Degree
- Complete Transcripts
- PRAXIS/NTE Scores
- Release Form
- Disclosure Form
- Reference Form (1)
- Reference Form (2)
- Other \_\_\_\_\_

### GENERAL INFORMATION

DATE \_\_\_\_\_

Name \_\_\_\_\_  
Last                      First                      Middle                      Phone Number

Mailing Address \_\_\_\_\_  
Street                      City                      State                      Zip Code

Permanent Address \_\_\_\_\_  
Street                      City                      State                      Zip Code                      Phone Number

Soc. Sec. Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

Are you a citizen of the United States?    Yes    No                      Have you ever been convicted of a felony?    Yes    No

If you have been convicted of a felony, explain \_\_\_\_\_

### CERTIFICATION

Are you currently certified?    Yes    No                      If yes, how many years of teaching experience? \_\_\_\_\_

Area(s) of Certification \_\_\_\_\_

Louisiana Teaching Certificate – Type/Level \_\_\_\_\_ Number \_\_\_\_\_ Issue Date \_\_\_\_\_

If not certified, have you ever been employed under a Temporary Authority to Teach authorization?    Yes    No

If yes, for how many years? \_\_\_\_\_

PRAXIS Scores: Content Exam \_\_\_\_\_ P.L.T. \_\_\_\_\_

PRAXIS 1 (P.P.S.T.) Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_ **OR** ACT/SAT \_\_\_\_\_

**OR**

National Teacher Examination: Name of Area Exam \_\_\_\_\_ Area Score \_\_\_\_\_

Core Battery Scores CS \_\_\_\_\_ GK \_\_\_\_\_ PK \_\_\_\_\_

A copy of your teaching certificate (PRAXIS/NTE scores if certificate has not been issued) and complete college transcript will be required for employment.

### POSITION DESIRED

Elementary School – Grades \_\_\_\_\_

Middle School – Grades/Area \_\_\_\_\_

Senior High School – Area \_\_\_\_\_

Coaching – Sport \_\_\_\_\_

Special Education – Certification \_\_\_\_\_

Other Categories \_\_\_\_\_

## EDUCATION AND PROFESSIONAL TRAINING

Colleges and Universities – Undergraduate	Degree Received	Date of Graduation
Colleges and Universities – Graduate	Degree Received	Date of Graduation
Undergraduate Major _____	Undergraduate Minor _____	
Graduate Major _____	Graduate Minor _____	

## EXTRACURRICULAR ACTIVITIES

List Extracurricular activities, positions of leadership, and other activities which augment your qualifications as a teacher.

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## PROFESSIONAL EXPERIENCE

Full & part-time teaching experience, full-time professional experience, student teaching and military experience:

<u>Number of Years</u>	<u>Dates</u>	<u>SCHOOL SYSTEM AND COMPLETE MAILING ADDRESS</u>	<u>Name of School</u>	<u>Position</u>

**PROFESSIONAL REFERENCES**

Applicants must list the names of three persons who can attest to his/her previous or current work performance.

Name	Mailing Address (Include Zip Code)	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PHILOSOPHY OF EDUCATION**

Please express your philosophy of education with reference to your particular field or teaching area. This section must be completed in applicant's handwriting. (Use additional space on back if needed.)

I certify that answers given herein are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, financial, or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connection with my application. Furthermore, it is understood that this application becomes the property of the West Baton Rouge Parish School Board. The School Board reserves the right to reject an incomplete application and further reserves the right to dispose of any application which is not current after one year from the date on the application. 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 may result in discharge. I understand also, that I am required to abide by all rules and regulations of the West Baton Rouge Parish School System.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTICE TO APPLICANT**

The West Baton Rouge Parish School System 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.



## Reference Checklist

This section to be completed by **APPLICANT**

Directions: Please fill out top section and give to your reference contact. Each applicant should have two reference forms submitted with the application. All reference forms should be in a sealed envelope with the signature of your reference contact on the back of the envelope.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Social Security Number

ELEMENTARY / MIDDLE / HIGH

Circle Preference

\_\_\_\_\_  
Assignment/Subject Area Preference

### *Dear Reference Contact:*

Thank you for taking the time to write on behalf of this candidate who is applying for a position with the West Baton Rouge Parish School System. Your opinions will serve as an important component of our overall evaluation of the candidate.

We have identified the qualities we believe characterize outstanding teachers, and we would appreciate your assessment of the candidate in terms of these qualities. Please complete the evaluation on the back of this page and provide any supporting information that explains your ratings. In addition, we would appreciate you providing any other information about this applicant that you feel is relevant to his or her candidacy. We have found that the most useful recommendations tend to be those that focus on specific and anecdotal evidence of how the candidate has performed in the past, especially with regard to the qualities we believe are essential to becoming an outstanding teacher in West Baton Rouge Parish.

Finally, please return this reference form to the applicant or to our office, attention **HUMAN RESOURCES**, with the documents in a sealed envelope with **your signature across the seal on the back of the envelope**. Again, we appreciate your time, and we look forward to hearing from you.

This section to be completed by **REFERENCE**. Please Print clearly.

Name \_\_\_\_\_ Phone (H) \_\_\_\_\_ Phone (W) \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ E-mail \_\_\_\_\_

May we contact you to discuss this applicant?  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **West Baton Rouge Parish School System**

**3761 Rosedale Road Port Allen, Louisiana 70767 \*\* Phone: 225-343-8309 \*\* Fax: 225-387-2101**

## Applicant Evaluation

On the Checklist below, please evaluate the applicant against the criteria provided. Please evaluate only areas in which you have explicit knowledge about the candidate.

### Personal Qualities

**EXCEPTIONAL**  
**GOOD**  
**SATISFACTORY**  
**NOT ACCEPTABLE**  
**NO BASIS FOR JUDGEMENT**

**Achievement** .....

- Demonstrates leadership, achievement and/or excellence in personal endeavors
- Sets goals and works to achieve them
- Assumes responsibility for students' success

**Analytical/Communication Skills** .....

- Demonstrates logical, critical thought
- Presents clear thoughts in written and oral communication

**Professional Growth** .....

- Seeks resources and feedback to grow professionally

**High Expectations/Commitment** .....

- Demonstrates belief that all children can achieve
- Demonstrates commitment to student achievement

**Sensitivity** .....

- Works effectively with others and interacts in a respectful manner
- Demonstrates awareness and understanding of cultural differences

**Sense of Perspective** .....

- Maintains positive attitude
- Operates with realistic expectations

### Professional Qualities

**Professional Knowledge and Behavior** .....

- Exhibits mastery of subject matter
- Demonstrates understanding of child growth development
- Demonstrates involvement in total school program

**Management and Instruction** .....

- Establishes goals for students based on high expectations
- Develops and maintains an environment conducive to learning
- Plans and delivers instruction effectively
- Assesses student progress

**Overall Professionalism** .....

- Demonstrates professional appearance and behavior

Would you employ this person?  Yes  No

Supporting comments \_\_\_\_\_



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Address \_\_\_\_\_

Title \_\_\_\_\_ Organization \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_ E-mail \_\_\_\_\_

May we contact you to discuss this applicant?  Yes  No

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**3761 Rosedale Road Port Allen, Louisiana 70767 \*\* Phone: 225-343-8309 \*\* Fax: 225-387-2101**

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**Overall Professionalism** .....

- Demonstrates professional appearance and behavior

Would you employ this person?  Yes  No

Supporting comments \_\_\_\_\_

**HUMAN RESOURCES DEPARTMENT  
WEST BATON ROUGE PARISH SCHOOL SYSTEM  
3761 Rosedale Road  
Port Allen, LA 70767  
(225) 343-8309**

**SUBMIT WITH YOUR APPLICATION – WBR WILL FORWARD TO FORMER EMPLOYER**

**REQUEST FOR ASSESSMENT AND EVALUATION INFORMATION**

We have received a teaching application from:

Name \_\_\_\_\_ Position \_\_\_\_\_  
Please Print Grade Level/Subject

We understand the above named is/was employed in your system. **Please supply us with a copy of the last evaluation of this person** in accordance with the guidelines in Bulletin 1525, Section 10.0.

Concerning this evaluation:

Was job performance rated acceptable? Yes No If "No", what was the rating? \_\_\_\_\_

Would you rehire this individual? Yes No

Name and title of person completing this request \_\_\_\_\_

School System and address \_\_\_\_\_  
\_\_\_\_\_

Your prompt response is greatly appreciated. Thank you. **Please remember to attach a copy of the applicant's last evaluation.**

I request the above school system release the requested information.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Release of Assessment and Evaluation Information**

LA R.S. 17:3884(D) requires that any school board wishing 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.

HUMAN RESOURCES DEPARTMENT  
WEST BATON ROUGE PARISH SCHOOL SYSTEM  
3761 Rosedale Road  
Port Allen, LA 70767  
(225) 343-8309

**SUBMIT WITH YOUR APPLICATION - WBR WILL FORWARD TO FORMER EMPLOYER(S)**

**DISCLOSURE AND RELEASE STATEMENT REGARDING SEXUAL MISCONDUCT**

Applicant CAN NOT be considered for employment unless this form is completed in its entirety.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_  
Please Print

I hereby swear or confirm that I have never committed any acts that resulted in an investigation by a previous employer or law enforcement agency relating to or involving sexual misconduct with minors or other co-workers. 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 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 and hold harmless 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 from providing any information relative to all instances of sexual misconduct with students committed by me, if any. **THIS FORM MUST BE RETURNED IN ACCORDANCE WITH R.S. 17:81.9.** Applicant CAN NOT be considered for employment unless this form is completed in its entirety.

\_\_\_\_\_  
Signature of Applicant  
\_\_\_\_\_  
Date

**THIS SECTION IS TO BE COMPLETED BY FORMER SCHOOL SYSTEM**

**Please provide any information relative to all instances of sexual misconduct with students, if any.**  
**THIS FORM MUST BE RETURNED IN ACCORDANCE WITH R.S. 17:81.9**

\_\_\_\_\_  
Person completing this request (Please Print)  
\_\_\_\_\_  
Title  
\_\_\_\_\_  
Signature  
\_\_\_\_\_  
School System

\_\_\_ There is no information relative to instances of sexual misconduct with students in this employee's personnel file.

\_\_\_ See attached documentation regarding sexual misconduct.

Please complete and return to: Annette Mire, Associate Superintendent for Human Resources/Staff Development  
West Baton Rouge Parish School System  
3761 Rosedale Road  
Port Allen, LA 70767