



HUMAN RESOURCES

3755 Church Street  
 Zachary, LA 70791  
 225.658.4969  
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 www.zacharyschools.org

**Instructional Substitute Employment Application**

Check positions for which you would like to be considered:	Indicate location(s) for which you would like to be considered:
<input type="checkbox"/> Substitute Teacher <input type="checkbox"/> Substitute Paraprofessional <input type="checkbox"/> Other _____	<input type="checkbox"/> Zachary Early Learning Center (Pre-K) <input type="checkbox"/> Northwestern Elementary School (K-1st) <input type="checkbox"/> Zachary Elementary School (2nd- 3rd) <input type="checkbox"/> Copper Mill Elementary School (4th- 5th) <input type="checkbox"/> Northwestern Middle School (6th- 8th) <input type="checkbox"/> Zachary High School (9th - 12th ) <input type="checkbox"/> Port Hudson Career Academy (Alternative)

**General Information**

<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>	
<i>Street Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<i>Date of Birth</i>	<i>Social Security Number</i>	<i>Home Telephone</i>	<i>Cellular Telephone</i>
<i>Driver's License/I.D. Number</i>	<i>State of Issuance</i>	<i>Email Address (Required)</i>	

**Employment History (Include Military Service)**

<i>Name of Employer</i>	<i>Time Period Worked</i>	<i>Position Held</i>	<i>Name of Immediate Supervisor</i>	<i>Telephone Number</i>

**Emergency Contact Information**

<i>Last Name, First Name</i>	<i>Relationship</i>	<i>Telephone Number</i>
<i>Last Name, First Name</i>	<i>Relationship</i>	<i>Telephone Number</i>

Question	Yes	No	If Yes, Please Explain.
Have you ever been employed with the Zachary Community School System?			
Are you currently receiving benefits from Louisiana/School Employee's Retirement System?			
Are you related to any person currently serving as a board member of the Zachary Community School System?			
List any members of your immediate family who are employed by the Zachary Community School System?			
Have you ever been discharged or requested to resign from a position?			
Have you ever been convicted of a violation of the law other than a minor traffic violation?			
Do you currently have a criminal charge pending against you?			
Have you ever been convicted of a criminal charge?			
Have you ever been convicted of any offense involving the sexual molestation, physical or sexual abuse, or rape of a child?			

Briefly, please explain why you would like to become a substitute.

**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.

Sexual misconduct with student(s) is defined by BESE in Section 501 of Bulletin 741, Louisiana Handbook for School Administrators as:

1. Any conduct that would amount to sexual harassment under Title IX of the U.S. Education Amendments of 1972;
2. Any conduct that would amount to sexual abuse of a minor person under state criminal codes;
3. Any sexual relationship by a school employee with a student, regardless of the student's age; with a former student under 18, with a former students (regardless of age) who suffers from a disability that would prevent consent in a relationship. All students enrolled in the school and in any organization in which the school employee holds a position of trust and responsibility are included; and
4. Any activity directed toward establishing a sexual relationship such as sending intimate letters; engaging in sexualized dialogue in person, via the Internet, in writing or by phone; making suggestive comments; dating a student.

I understand that if employed by Zachary Community School Board, any misrepresentation or omission of facts in my employment application may be cause for dismissal.

I authorize the Zachary Community School Board to request information from my current or previous employer relative to sexual misconduct with student(s) as defined by BESE, committed by me, if any. I further authorized the Zachary Community School Board to request information from my current or previous employer relative to sexual misconduct with student(s) as defined by BESE, committed by me, if any, which is contained in my personnel files.

**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.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**NOTE:** Your application will remain on file for one year from the date of the application. If further consideration for a position is desired, your application must be renewed.

**Release of Information:**

From time to time, we receive requests for the names of employees, address, telephone numbers and work locations. According to Counsel, Louisiana law permits such distribution of directory-type information provided the employee has had an opportunity to indicate that he/she does not wish such information (address, telephone number) be provided.

Please indicate your preference in the blank space below:

Yes, you have my permission to release information concerning my address and telephone number.

No, I do not wish information to be released concerning my address and telephone number.

Signature \_\_\_\_\_

Date \_\_\_\_\_