

Application Process - Certificated

APPLICANT INFORMATION

(Please retain for your records)

PLEASE READ AND FOLLOW ALL DIRECTIONS CAREFULLY

1. **PREPARATION OF APPLICATION** - Complete all sections of the application.
2. **DURATION** - All applications are kept on file one (1) year from the date of the application. **To maintain the application in an active status, the applicant must update the application every year.** Calling the Human Resources Department can accomplish this process.
3. **NATIONAL TEACHER EXAM (NTE)/PRAXIS** - National Teacher Exam/Praxis scores should accompany the application, unless applicant has a Louisiana Teaching Certificate. Photocopies or "Examinee Reports" will be accepted. Information about Louisiana requirements for the National Teacher Exam can be obtained by calling the Louisiana State Department of Education, Certification Department at 1-877-453-2721.
4. **CERTIFICATION** - Provisional certification status may be granted to applicants who are certified in other states. Applicants uncertain of their eligibility for certification are urged to call the Louisiana Department of Education, Certification Department to clarify their status.
5. **SUPPLEMENTS** - Applicants **must** include copies of the following documents: Current Teaching Certificate, Transcripts, NTE/Praxis scores (usually a Louisiana Teaching Certificate is submitted), and the Personal Information Sheet.
6. **REFERENCES** - Enclosed, please find a Request for Recommendation Form. A supervisor (**Superintendent, Principal, Assistant Principal, School Supervisor of Student Teaching, College Professor, College Supervisor of Student Teaching**) who would have first-hand knowledge of your character, personality, and teaching ability must complete and return them to our Human Resources Department. Please complete the top of the reference form by printing your name and social security number before giving it to your supervisor. **You are responsible for giving forms to supervisors to complete. Please do not send them back to us incomplete.**
7. **PREVIOUS EVALUATIONS** - As mandated by Louisiana R.S. 17:388, Bogalusa City Schools is required to request your most recent evaluation results from your employer. This form is included in the application packet. Please complete the top section only and deliver to your current or most recent employer.
8. **COMPLETE APPLICATION** - **All sections of the application must be completed and the requested supplements (see #6) and references (see #7) be received by the Human Resources Department before an applicant can be considered for an interview.**
9. **TEACHER JOB FAIR** - The Bogalusa City School Board will hold a Job Fair April 6-7, 2006.
10. **VACANCIES** - Applicants may call (985) 281-2100 to inquire about vacancies. **Information on vacancies can only be given to applicants with complete applications on file with our office.**

Job Information:

Call (985) 281-2100 with employment questions
Bogalusa City Schools
Attn: Human Resources
1705 Sullivan Drive
Bogalusa, LA 70427