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**THE CITY OF BAKER SCHOOL SYSTEM (CoBSS)**

**PHYSICAL ADDRESS: 14750 PLANK ROAD, BAKER, LOUISIANA 70714**

 **MAILING ADDRESS: POST OFFICE BOX 680, BAKER, LOUISIANA 70704-0680**

**NUMBER: (225) 778-2379 HUMAN RESOURCES FACSIMILE NUMBER: (225) 774-5797**

All applicants being considered for a position will be required to submit to a background check and to a drug and alcohol screening. (Adopted 5/21/2002)

**VOLUNTEER APPLICATION**  (Handwritten or Typed in preferably blue ink; however, black ink acceptable)

Date Application Completed (mm/dd/yyyy**)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** SSN**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GENERAL INFORMATION**

Name:

 LAST NAME FIRST NAME MIDDLE NAME (MAIDEN, if applicable)

Cellular Phone #: ( ) - Home Phone #: ( ) -

Email Address:

Current Mailing Address:

 Number and Street/Apartment Number City State Zip Code

Home Address:

(If different from mailing address OR write “SAME”) Number and Street/Apartment Number City State Zip Code

1. Have you ever worked for the City of Baker School System? 🞏 YES or 🞏 NO

If so, when (m/y to m/y): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, what was/were the position(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever applied to teach/work for the CoBSS? 🞏 YES or 🞏 NO
2. Are you related to any of the current City of Baker School Board Members? 🞏 YES or 🞏 NO

If yes, list who (whom) and explain the relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OPTIONAL DEMOGRAPHIC INFORMATION**

The following information is collected to complete Equal Opportunity Reports required by law. You are not legally obligated to provide this information for the application process; however, it may be required for the employment process.

1. **Title**: 🞏 Mr. 🞏 Mrs. 🞏 Ms. 🞏 Dr.
2. **Gender**: 🞏Male or 🞏Female
3. **Date of Birth (**M/D/Y**)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) **Race/Ethnicity:**

🞏 Black 🞏 American Indian/Alaskan Native

🞏 White 🞏 Asian/Pacific Islander

🞏 Hispanic/Latino 🞏 Other: (Please List) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**VOLUNTEER SITES**

**(***Please check one or more as desired, and indicate grade level(s) and/or subject area(s). Also, if appropriate, please indicate Special Education)*

|  |  |
| --- | --- |
| 🞏 Baker Heights Elementary (PK-5th) | Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Area(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 Bakerfield Elementary(PK-5th) | Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Area(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 Park Ridge Magnet School (K-8th)   🞏 Elementary (K-5th) 🞏 Middle (6th-8th)  |  |
| Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Area(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Areas: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 Baker Middle School (6th-8th) | Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Area(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 Baker High School (9th-12th) | Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Area(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 🞏 Baker Alternative Learning Center | Grade Level(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject Area(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**OTHER JOB CATEGORIES (***Please if you are applying to become a volunteer)*

 🞏 **School and/or District Volunteer**

**LIST OF AT LEAST THREE REFERENCES THAT MAY BE CONTACTED**

Please list any references that could be contacted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Title or Position** | **Contact Email** | **Contact Phone Number** | **How You Are Acquainted** |
|  |  |  |  |  |
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**ACADEMIC RECORD**

List all educational history including high school, if high school is your highest level of education attained.

|  |  |  |
| --- | --- | --- |
| **Institution or School Attended** | **Dates of Attendance (M/Y to M/Y)** | **Diploma or Degree Awarded** |
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**WORK EXPERIENCE (If applicable)**

List any work experience you may have. Use additional typed pages if necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates****(mm/yy to mm/yy)** | **Name of Employer** | **Address of Employer** | **Job Duties** | **Number of Years** |
|  to |  |  |  |  |
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|  to |  |  |  |  |

**BACKGROUND DISCLOSURE**

Answering **“Yes**” to any of these questions does not automatically disqualify you from consideration. Please answer each question. If the answer to any of the above questions is “**Yes**,” please explain fully in a typed statement that has been signed and dated.

1. Have you ever been convicted of a violation of law other than a minor traffic violation **🞏 Yes or 🞏 No**
2. Have you ever had a professional certificate revoked or suspended? **🞏 Yes or 🞏 No**
3. Have you ever been convicted of any offense for physical or sexual abuse of a child **🞏 Yes or 🞏 No**
4. Have you ever had a charge of child abuse against you substantiated? **🞏 Yes or 🞏 No**
5. Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from the employment of another school district? **🞏 Yes or 🞏 No** If yes, include name of district, date, and reason for resignation or termination.

6) Have you ever been involuntarily terminated or asked to resign, or resigned in lieu of termination from another employer? **🞏 Yes or 🞏 No** If yes, please give the employer name, date, and reason for resignation or termination?

7) Have you ever had a professional license revoked or suspended? **🞏 Yes or 🞏 No**

8) Have you ever left any educational or school-related employment, voluntarily or involuntarily, while the subject of an inquiry, review, or investigation of alleged misconduct? **🞏 Yes or 🞏 No**

9) Have you ever left educational or school-related employment when you had reason to believe an investigation for misconduct was underway or imminent? **🞏 Yes or 🞏 No**

10) Are you currently the subject of an inquiry, review, or investigation for alleged misconduct or alleged violation of professional standards of conduct by either an employer or a licensure agency? **🞏 Yes or 🞏 No**

11) Have you ever had an adverse action taken on a professional certificate, license, or charter school registration? **🞏 Yes or 🞏 No**

12) Have you ever been placed on probationary status for alleged misconduct while holding a professional license, certificate, registration, or credential? **🞏 Yes or 🞏 No**

13) Have you ever been denied any professional license for which you applied or granted a professional license on a conditional or probationary basis for any alleged misconduct? **🞏 Yes or 🞏 No**

14) Have you ever surrendered a professional license of any kind before its expiration? **🞏 Yes or 🞏 No**

15) Have you ever been disciplined by any public agency responsible for licensure of any kind, including but not limited to educational licensure? **🞏 Yes or 🞏 No**

16) Have you ever been the subject of a substantiated report of child abuse or sexual conduct (involving a PK-12 student or minor child)? **🞏 Yes or 🞏 No**

17) Are you currently the subject of an ongoing investigation related to a report of suspected child abuse or sexual conduct (involving a PK-12 student or minor child)? **🞏 Yes or 🞏 No**

**ATTESTATION**

I certify that answers given herein are true and complete to the best of my knowledge 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 CoBSS. The CoBSS reserves the right to reject an incomplete application. References and personal information, which become part of this record, are to be regarded as confidential and shall not be revealed to me. **NOTE**: Your application will remain on file for the current school year and according to CoBSS policy. I understand that false or misleading information given in my application may result in my not serving as a Volunteer. I understand, also, that I am required to abide by all rules and regulations of the City of Baker School Board.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

***The City of Baker School Board is an Equal Opportunity Employer.***

**The CoBSS does not discriminate on the basis of race, color, national origin, gender, age, or qualified disability.**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required Employment Eligibility Verification Document Form upon hire.