

SUBSTITUTE TEACHERS
Criteria for Employment

COPIES OF THE FOLLOWING ARE REQUIRED:

- _____ **Fingerprints**
- _____ **Driver's License or ID Card**
- _____ **Social Security Card**
- _____ **High School Diploma or transcript, GED, or Para-Pro Test Scores**
- _____ **College Diploma or Official transcript (30 + hrs.)**

I. QUALIFICATIONS

Anyone wishing to be employed as a substitute teacher in an Evangeline Parish public school must meet the following requirements:

- A. Must be at least 20 years of age
- B. Must have a state approved high school diploma/or its equivalent. In the absence of a state approved high school diploma or its equivalent, he/she must achieve a passing score, as determined by the Superintendent of schools on the Para-Pro Test or on a norm referenced test. Applicants will be exempted from testing if they present documentation of a score of 16 or better on the A.C.T. **OR** possess an associate or higher degree from an accredited university
- C. Must complete EPSB's Substitute Training Program (in its entirety) administered by Central Office Staff and have a **Certificate of completion on file in the Personnel Office prior to employment**
- D. Must comply with all employment guidelines as required by state statutes and local policy (i.e. criminal records check, fingerprinting, application for employment, etc.) Must possess reasonable health; be clean, neat, and adhere to the current Evangeline Parish Teacher Dress Code; be able to maintain appropriate standards of professional behavior.
- E. Must satisfactorily perform all duties assigned by the principal or his designee. Must register annually with supervisor of substitute personnel or his designee and indicate your intent to substitute for the school year.
 - * Experienced and/or retired certified teachers who have taught in the last 5 years are not required to attend substitute training.
 - * Certified substitute teachers who have not worked in the last 3 years are required to attend substitute training again.

SUBSTITUTE CUSTODIAN
Criteria for Employment

I. QUALIFICATIONS

- A. Must be at least 20 years of age
- B. Must have attended eighth grade and
- C. Must provide documentation of enrolled and in attendance in a GED program

EVANGELINE PARISH SCHOOL BOARD
1123 Te Mamou Road
Ville Platte, LA 70586
(337)363-6651

APPLICATION FOR EMPLOYMENT (Substitute)

PERSONAL INFORMATION:

Last Name	First	Middle	Date
Street Address			Home Phone ()
City, State, Zip			Cell Phone ()
Have you every applied for employment with us? Yes No If yes, Month and Year _____ Location _____			Business Phone ()
Position Desired			E-mail address
Apart from absence for religious observations, are you available for full time work? (Number of days) _____ _____ Yes _____ No If not, what hours can you work? _____			Social Security Number
			Date of Birth (month/day/year)
Are you legally eligible for employment in the United States?_ Yes _ No			Ethnicity: Are You Hispanic/Latino Yes or No
Are you a retiree from the public school system? ____ Yes ____ No			Please select one or more of the following race: <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Native American/Alaskan Native <input type="checkbox"/> Hawaiian(Pacific Islander)
Other special training or skills (language, machine operations, etc.)			
How did you learn of our organization?			When will you be available to begin work?

Have you ever been convicted of a felony for which you have not been pardoned? _____ Yes _____ No
(Signature) _____ (Date) _____

EDUCATION:

TYPE	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	DEGREE OR DIPLOMA
High School		Major:	
		Minor:	
Other			

NEPOTISM DISCLORUE:

Are you an immediate family member of any member of the Evangeline Parish School Board or its Superintendent? _____ Yes _____ No (The term "immediate family" is defined by LA R.S. 42:1119(2)(a) to include children, spouses of children, brothers, sisters, parents, spouse, and the parents of the board members' or superintendent's spouse)
If your answer is "YES", explain your relationship: _____

NEW EMPLOYEE VERIFICATION REPORTING FORM

**(Act 97 of the 1997 Legislative Session)
Effective October 1, 1997**

**TO: Child Support Enforcement Unit
New Hire Division
P. O. Box 2151
Baton Rouge, LA. 70821**

**FROM: Employer: Evangeline Parish School Board
1123 Te Mamou Road
Ville Platte, LA 70586**

Phone #: (337) 363-6651

**EIN: Federal # 72-6000392
State # LA0835348001**

NEW EMPLOYEE:

NAME: _____

ADDRESS: _____

SOCIAL SECURITY #: _____

POSITION: _____

DATE OF EMPLOYMENT: _____

EMPLOYEE SIGNATURE: _____

DIRECTOR OF PERSONNEL: _____