

**Grace Episcopal School
Head of School Application Form**

The Board of Trustees (“Board”) of Grace Episcopal School thanks you for your interest in the Head of School position. By providing as much information as possible, you will allow us to assess your qualifications in a timely and efficient manner. We ask that you read this application form and all attachments carefully and that you provide complete and accurate information. Your signature certifies that you have done so and that all information provided is true, complete, and correct. Your answers will be verified. A failure to answer a question may result in your application being rejected.

Notice, Conditions and Directions:

1. Completed applications, with all attachments, should be emailed to Grace Head of School Search, search@graceepiscopal.org.
2. In addition, you should include your resume and a copy of your credentials/certificate.
3. Applicants are asked not to contact members of the Board of Trustees. You may contact Jessica Rainwater-Grigson at (318) 732-0770 with any questions regarding your application or the completion of same.
4. Please type all the information and fill in all blanks.
5. **To be considered, applications must be received no later than October 31, 2021.** Delivery and proof of receipt is the obligation of the applicant. Only those applications received by the Board (via search@graceepiscopal.org) on or before the application deadline will be considered.
6. The Board will request certain information relative to your current or prior employment, and you must authorize such persons or entities to release such information to the Board. Any offer of employment, vote to employ or actual employment is conditioned upon the results of this review and the negotiation of a contract. Any adverse information, conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board’s offer of employment, vote to employ or contract. See Authorization and Release below.
7. You must submit to a background check. Such background check, which may be conducted by Grace Episcopal School and/or its agents, may include, but not be limited to, education record, employment record, and criminal history checks from Federal, State or local authorities to ascertain any and all information of concern, whether same is of record or not. Any offer of employment, vote to employ, or contract is conditioned upon the results of this review. Any conviction or plea which impacts your eligibility or fitness for the position shall vitiate the Board’s offer of employment, vote to employ or contract. See Authorization and Release below.
8. Applicants selected for interviews will be notified as to time and place of interviews.

9. Grace Episcopal School is an Equal Opportunity Employer and does not discriminate on the basis of age, race, sex, gender, national origin, religion, disability or membership in any other protected classification.

PERSONAL INFORMATION

| | | |
|-----------|-------|----------------|
| Last Name | First | Middle Initial |
|-----------|-------|----------------|

Cell Phone Number: _____ Email address: _____

Business Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Home Address: _____ Telephone: _____

City: _____ State: _____ Zip: _____

Present Position: _____

Type of School or School District: _____

Enrollment: _____ Annual Budget: _____

Types of Certificates Held:

PROFESSIONAL PREPARATION

| | Institution & Location | Major/ Minor | Degree | GPA (optional) |
|----------------------|-----------------------------------|---------------------|---------------|-----------------------|
| Undergraduate | | | | |
| Graduate | | | | |
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ADMINISTRATIVE EXPERIENCE

| School or School System | City | State | Position | Dates From-To |
|-------------------------|------|-------|----------|---------------|
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HEAD OF SCHOOL OR EQUIVALENT EXPERIENCE

| School or School System | City | State | Position/Enrollment/Total Budget | Dates From-To |
|-------------------------|------|-------|----------------------------------|---------------|
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TEACHING EXPERIENCE

| Name of School | City | State | Grade or Subject | Dates From-To |
|----------------|------|-------|------------------|---------------|
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Total Years Administrative Experience _____ Total Years Teaching Experience _____

Louisiana Teaching Certificate Type and Number _____

List Area of Certification _____

Do you hold a teaching certificate from another state? _____ If so, please list state(s) and areas of certification. _____

Has your certificate ever been suspended, revoked or subject to other adverse action? _____ If so, please state the date, agency taking such action, and reason for same: _____

Have you ever been suspended, terminated, or asked to resign? _____ If so, please attach an explanation identifying the employer, basis for suspension, termination, or resignation and the date of same. Have you ever had your contract non-renewed or been informed that your contract would not be renewed? _____. If so, please identify the school or school district: _____.

Have you ever been convicted of a felony or other serious offense? _____ If so, please attach an explanation identifying the charge, jurisdiction and court involved, date of conviction or plea, and factual basis of charge(s).

Have you ever engaged in or been accused of engaging in sexual misconduct with a minor/student or the abuse or neglect of a minor? _____ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the dates(s), your employer at the time, criminal charges, jurisdiction and court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

Have you been the subject of any investigation of alleged sexual misconduct involving a minor or student, abuse of a minor or student or neglect of a minor or student? _____ If so, please attach an explanation identifying the conduct or alleged conduct in question, including but not limited to the dates(s), your employer at the time, the results of the investigation, criminal charges, jurisdiction, court involved, date of conviction or plea, and factual basis of the charge(s) or allegations.

State the earliest possible date you could begin work as Head of School of GES:

MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AND OFFICES AND DATES HELD:

| Organization | Dates From - To |
|--------------|-----------------|
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| | |

COMMUNITY ORGANIZATIONS AND SERVICES:

| Organization | Dates From-To |
|--------------|---------------|
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REFERENCES - List five (5) names, titles, work addresses, and telephone numbers of individuals familiar with your career that we may contact:

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|--|
| 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ |
|--|

Please share your teaching philosophy with us:

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| _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ |
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AUTHORIZATION AND RELEASE
IMPORTANT: READ CAREFULLY BEFORE SIGNING

I certify that the information which I have provided in this application form (including the attachments hereto) is true, correct and complete. I understand that furnishing false information or omitting material information on this application form could disqualify me from consideration for employment or could lead to my discharge from employment.

I have read and agree to the above provisions and hereby authorize Grace Episcopal School to request, receive, review, and consider my prior evaluations and information relative to sexual misconduct or physical abuse, if any, with students from all of my current or previous school or school system employers.

RELEASE

I hereby waive my confidentiality with regard to my education record, employment record and background check results (including, but not limited to, any criminal record) and consent to and authorize the release of information from my current or former employers and/or government and law enforcement agencies and personnel upon inquiry in reference to this application. I release entity, agency and/or individual responding to such inquiry from any liability for providing such information.

I further release Grace Episcopal School and Grace Episcopal Church, their employees, board members, trustees, agents and insurers and all current and former employers, their agents, employees and insurers from any liability connected with such disclosures.

TO ALL CURRENT AND FORMER EMPLOYERS

I do hereby specifically authorize and direct all current and prior employer(s) to release to Grace Episcopal School my complete personnel file, including such information and documentation as may be requested, in connection with my application for employment with Grace Episcopal School, including any documentation which had been previously marked confidential or sealed.

I certify that I have read, understand, and agree to the above.

APPLICANT

DATE: _____