

# TENSAS PARISH SCHOOL BOARD

Dr. Paul E. Nelson, Superintendent of Schools

Central Office

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Phone: (318) 766-3269

An Equal Opportunity Employer

*It is the policy of the Tensas Parish School Board to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment.*

## EMPLOYMENT APPLICATION

Date \_\_\_\_\_ Employee ID # \_\_\_\_\_

(For Office Use Only)

Name \_\_\_\_\_ Telephone # \_\_\_\_\_

Present Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Position Desired (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

Salary Desired \_\_\_\_\_ Relatives in our employment \_\_\_\_\_

## EDUCATIONAL PREPARATION

### HIGHSCHOOL

	Mo./Yr.	Name & Address of School	Field of Study	Graduated	Year
From	/			Yes ___ No ___	_____
To	/				

### COLLEGE

	Mo./Yr.	Name & Address of School	Ungrad Major	Ungrad Minor	Graduate Major
From	/				
To	/				

  

	Mo./Yr.	Name & Address of School			
From	/				
To	/				

Degree(s) Earned \_\_\_\_\_ What College \_\_\_\_\_ Year \_\_\_\_\_

Special Courses/Training \_\_\_\_\_

Machines that you can operate \_\_\_\_\_

List Computer Skills \_\_\_\_\_

Do you have a driver's license: \_\_\_\_\_ Regular \_\_\_\_\_ Commercial \_\_\_\_\_ State \_\_\_\_\_

**EMPLOYMENT HISTORY**

List last employer first. Be complete and accurate.

	Mo./Yr.	Name and Address of Employer	Position Held	Supervisor	Ending Salary
From	/				
To	/				
From	/				
To	/				
From	/				
To	/				

**ACCOUNT FOR ANY TIME INTERVALS OF UNEMPLOYMENT OTHER THAN SCHOOL**

	Mo./Yr.	Explanation
From	/	
To	/	
From	/	
To	/	

**REFERENCES**

**Please name three (3) persons not relatives or former employers who have known you for five (5) years or more.**

<u>Name</u>	<u>Address (complete)</u>	<u>Employment title</u>	<u>Phone</u>
1)			
2)			
3)			

**READ CAREFULLY**

Background checks are done on all applicants/employees. Will any charges or violations of the law be reported on the Criminal History Report? \_\_\_Yes \_\_\_No

Have you ever been convicted of a felony offense involving moral turpitude (including, but not limited to, theft, rape, murder, swindling, or indecency with a minor)? \_\_\_ Yes \_\_\_No

VALIDITY OF THIS APPLICATION IS BASED UPON THE FOLLOWING POINTS.

- Accuracy of all pre-employment information furnished.
- Satisfactory reference reports.
- Bona Fide job qualifications.

<b>NOTE: This application is void unless it is renewed in 180 days.</b>
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\*Incorrect information will void this application.

I HEREBY AGREE FOR THIS EMPLOYING AGENCY TO VERIFY ANY OR ALL INFORMATION PLACED ON THIS APPLICATION.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

DO NOT WRITE BELOW THIS LINE

COMMENTS: