

ST. BERNARD PARISH SCHOOL BOARD
SUPPORT PERSONNEL APPLICATION

PERSONNEL DEPARTMENT
St. Bernard Parish School Board
200 East St. Bernard Highway
Chalmette, Louisiana 70043

AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR GENERAL EMPLOYMENT		
Secretarial		Substitute Teacher
Clerical		Bus Driver
Aide		Other
Cafeteria		Substitute Cafeteria
Janitor		Substitute Janitor
Maintenance		P/T Janitor

Date _____

Name _____ Social Security No. _____
Last First Middle

Present Address _____ Telephone No. _____
No. Street City State Zip

Permanent Address _____ Telephone No. _____
No. Street City State Zip

Place of Birth _____
City State Date of Birth

Name of person to contact in an emergency Address Relationship Telephone Number

Application for the following Position(s) (List in order of preference)

(1) _____

(2) _____

(3) _____

What is your trade or occupation? _____ Years of Experience _____

Can you type? Yes ___ No ___ Words per minute _____ Shorthand words per minute _____

Were you previously employed by this Board? ___ Date of Previous Employment _____

Record of Education

School	Name and Address of School	Course of Study	Years Attended		Check Last Year Completed				Did you Graduate? ___ Yes ___ No	List Diploma or Degree
			From	To	5	6	7	8		
Elementary										
High					1	2	3	4		
College					1	2	3	4		
Other (Specify)					1	2	3	4		

Military Service Record

What is your present Selective Service classification? _____

Were you in U.S. Armed Forces? Yes ___ No ___ If yes, what Branch? _____

Dates of duty: From _____ To _____ Rank at discharge _____
Month Day Year Month Day Year

List duties in the service including special training _____

Have you taken any training under the G.I. Bill of Rights? _____ If yes, what training did you take? _____

References

Name and Occupation	Address	Phone Number

List below present and past employment, beginning with your most recent

I. Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Description of Duties									

II. Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Description of Duties									

III. Name and Address of Company and Type of Business	From		To		Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo.	Yr.	Mo.	Yr.					
Description of Duties									

May we contact the employers listed above? _____ If not, indicate by No. which one(s) you do not wish us to contact

Are there any experiences, skills or qualifications that you feel would especially fit you for work with the School Board? If yes, describe

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The facts set forth above in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial and credit record through any investigative or credit agencies or bureaus of your choice.

_____ Date

_____ Signature

APPLICATIONS MAY BE RETURNED BY MAIL OR DELIVERD TO:

**PERSONNEL DEPARTMENT
St. Bernard Parish School Board
200 East St. Bernard Highway
Chalmette, Louisiana 70043**