

ST. BERNARD PARISH SCHOOL BOARD  
SUPPORT PERSONNEL APPLICATION

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

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

*AN EQUAL OPPORTUNITY EMPLOYER*

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 \_\_\_\_\_ Date of Birth \_\_\_\_\_  
City State

\_\_\_\_\_  
 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) \_\_\_\_\_ (4) \_\_\_\_\_

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 \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

If answer is yes, a detailed explanation must be filed with this application

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### Record of Education

School	Name and Address of School	Course of Study	Years Attended From      To		Choose Last Year Completed	Did you Graduate?	List of Diploma or Degree
Elementary							
High							
College							
Other (Specify)							

### 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 Mo. Yr.	To Mo. Yr.	Describe in detail the work you did	Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
Description of Duties:							

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

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

May we contact the employers listed above? \_\_\_\_\_ If not, indicate by number 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: \_\_\_\_\_

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 investigation or credit agencies or bureaus of your choice.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

APPLICATIONS MAY BE RETURNED BY MAIL OR DELIVERED TO:

HUMAN RESOURCE DEPARTMENT

St. Bernard Parish School Board

200 East St. Bernard Highway

Chalmette, Louisiana 70043