

Our Lady of Prompt Succor School

420 21st Street, Alexandria, LA 71301

(318) 487-1862 Fax (318) 473-9321

PLEASE TYPE OR PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

PLEASE COMPLETE PAGES 1-3.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____

Position applied for _____

When available for work? _____

Education

TYPE OF SCHOOL	NAME OF SCHOOL	CITY, STATE	DATES	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				

CERTIFICATE TYPE / #	DATE	ISSUED BY	EXPIRES	SUBJECTS

Honors awarded: _____

List any special training not included above: _____

APPLICATION FOR EMPLOYMENT

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. **Attach additional sheets if necessary.**

Employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates
		From: To:
	Your last job title	
Reason for leaving (be specific)		

Employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates
		From: To:
	Your Last Job Title	
Reason for leaving (be specific)		

Employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates
		From: To:
	Your Last Job Title	
Reason for leaving (be specific)		

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Please list two references other than relatives or previous employers.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
_____	_____
Telephone () _____	Telephone () _____

APPLICATION FOR EMPLOYMENT

May we contact your present employer? Yes No

Signature of applicant _____ **Date:** _____

Our Lady of Prompt Succor School is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Our Lady of Prompt Succor School depends solely on your qualifications.

Thank you for completing this application form.

**PLEASE TYPE OR PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

POST EMPLOYMENT INFORMATION FORM

TO BE COMPLETED AFTER EMPLOYEE HAS BEEN HIRED

Birth date _____ Place of birth _____ Gender _____

Religious Affiliation _____

Allergies and/or other medical conditions _____

Married Yes No If married, how long? _____ Single Separated Divorced Widowed

Full name of spouse _____ Occupation _____

Name of company _____ Telephone (____) _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

Name _____ Telephone (____) _____

Address _____ Relationship _____

FOR INSURANCE PURPOSES ONLY: LIST ALL DEPENDENTS

NAME	RELATIONSHIP	BIRTH DATE	SSN

TO BE COMPLETED
BY EMPLOYER

Date of employment _____ Job title _____ Dept. _____

Location _____ Rate of pay _____ Full-time Part-time Salaried

Applicant's signature acknowledging above information _____

Name of person verifying information _____

Name of person authorizing employment _____