



8833 Goodwood Boulevard
 Baton Rouge, LA 70806-7919
 Phone 225.927.8601
 Fax 22.928.2542

APPLICATION FOR NEW EMPLOYEES

Position Applying for _____

PERSONAL DATA

Name _____
Last First Middle Security Number

Present address: _____
Street City State Zip Home Phone Work Phone

Permanent address: _____
Street City State Zip Home Phone Work Phone

Email: _____ Religious Affiliation: _____

Credentials included with application: _____
 _____ Resume
 _____ All professional certificates (photocopies acceptable)
 _____ All transcripts showing degrees (photocopies acceptable)

Are you presently employed? Yes _____ No _____

If yes, in what position? _____

Your present employer's name and address: _____
 _____ Phone _____

May your present employer be contacted regarding this application? _____ Yes _____ Not at this time

EDUCATIONAL BACKGROUND

Name of School	Location	From	To	Major	Minor	Degree
High School:						
Colleges or Universities:						

The school is open to any qualified applicant for employment regardless of race, color, national origin, religion, sex, age, or disability. The school accepts qualified students regardless of race, color, religion, or national origin.

Interview Schedule: _____ Date Application Received: _____

Date

Time

Name of Interviewer

OFFICE USE ONLY

GENERAL INFORMATION

List academic honors, special awards or honors or positions attained in high school, college/university, or professionally which you believe are pertinent to the position for which you are applying:

List professional, civic, service organizations, etc. in which you hold membership whose purposes and/or activities in your opinion relate to or support the position for which you are applying:

List below those areas in which you have an interest(s), skill(s), training, experience(s), etc. that you believe are of value to you in your requested position and/or which might be of value in activities inherent or related to your requested position in the school.

If no, please explain: _____

Have you ever been asked to resign or been discharged from any position? ___ Yes ___ No

If yes: Where? _____ When? _____ Why? _____

Have you ever been convicted of a felony or offense involving moral turpitude and/or received probation or deferred adjudication? ___ Yes ___ No

If yes, please explain:

(Conviction of a felony is not an automatic bar to employment. The School will consider the nature, date, and relationship between the offense and the position for which you are applying.)

Do you have a relative who is a member of the Board of Trustees or employee of St. Luke's Episcopal Day School or St. Luke's Episcopal Church? ___ Yes ___ No

If yes, please provide the name of relative and relationship.

CERTIFICATION

Type of certificate held: _____

EXPERIENCE

Name and Address of Employer (List in chronological order)	From - To	Position Held	Name & Address of Supervisor

Total years experience _____

REFERENCES

These should be persons qualified to give information to show your fitness for the position you seek.
Please include supervisors under whom you have worked.

NAME	ADDRESS	TELEPHONE	POSITION

PERSONAL STATEMENT

Please make a statement in your own handwriting concerning your reasons for desiring a position with St. Luke's Episcopal Day School.

Place
Photo
Here
(Optional)

APPLICANT'S STATEMENT

I hereby certify that the information presented in this application is true, accurate, and complete to the best of my knowledge. Any falsification of this record will be sufficient cause for disqualification. Furthermore, it is understood that this application becomes the property of St. Luke's Episcopal Day School which reserves the right to accept or reject it. I hereby authorize St. Luke's Episcopal Day School to contact the references listed on this application, and to obtain every criminal history record information relevant to this application for employment from any pertinent source in accordance with the law., and I further authorize the Diocese of Louisiana or any law enforcement agency, including, but not limited to, any police department or the Department of Public Safety as well as the Louisiana Department of Corrections to furnish St. Luke's Episcopal Day School any such record. References, placement folder information, and information which becomes a part of this record may be revealed to all persons who participate in the selection of employees.

I also understand and agree that this agreement may not be modified orally and that only the Head of School of St. Luke's Episcopal Day School may make a commitment for employment and that if such an agreement is made it must be in writing and signed by the Head of School.

Date: _____ Signed: _____