



FELICIA C. FEIST

ST. JOHN the BAPTIST PARISH CLERK OF COURT

Employment in the Clerk of Court's office is an "Employment -At-Will" relationship.

P.O. BOX 280 • EDGARD LA 70049 • (985) 497-3331

APPLICATION FOR EMPLOYMENT

Date: _____, 20 ____

Name:			Social Security #:
(Last)	(First)	(Middle)	
Address:			
City/State/ZIP Code:		Email:	
Home Phone: ()		Cell Phone: ()	
Emergency Contact Name:		Relationship to You:	
Emergency Contact Phone: ()			

Are you 16 years of age or older? Y ___ N ___ Date of birth _____

Are you either a U.S. citizen or an alien authorized to work in the United States? Y ___ N ___

Have you ever applied with the St. John the Baptist Parish Clerk of Court's Office before? Y ___ N ___

Do you require any special accommodations in your work environment? Y ___ N ___

 If yes, what kind of accommodations are needed? _____

Have you ever been convicted of a felony, or have any pending felony charges? Y ___ N ___

 If yes, when and where? _____

 If yes, what is the disposition of the matter(s)? _____

Are you registered to vote? Y ___ N ___

In addition to English, what languages can you speak? _____

Are you now or have you been a member of the United States Armed Forces? Y ___ N ___

Please provide branch, location, and years of service. _____

EDUCATION

	Name & Location	Years Attended	Did you graduate?	Subjects Studied
College or University				
Trade, Business, etc.				
High School				

PREVIOUS EMPLOYMENT

	<i>Name, Address, & Telephone # of Employer</i>	<i>Years Employed</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
1.					
2.					
3.					
4.					

Are you employed now? **Y** ___ **N** ___ If so, may we inquire of your present employer? **Y** ___ **N** ___ Provide current supervisor's name, position, and telephone number:

*** Please attach a current resume***

REFERENCES

	<i>Name, Address, & Telephone of Reference</i>	<i>Years Acquainted</i>	<i>Relationship</i>	<i>Business</i>
1.				
2.				
3.				
4.				

I certify that the information provided in this application is true and complete, and I understand that any false information provided by me on this application shall be grounds for dismissal.

I authorize an investigation of all information provided by me. I authorize the references listed above to give you information concerning my previous employment, and any other pertinent information they may have, and I release all parties from liability for damages that may result from furnishing information to you.

I understand and agree that, if hired, my employment is for no definite period and, that I may be terminated at any time without prior notice.

I understand that I must be registered to vote in the parish in which I am domiciled throughout my employment with the St. John the Baptist Parish Clerk of Court's Office.

I agree that, if hired, I will adhere to the policies established by the St. John the Baptist Parish Clerk of Court, including those in the Employee Handbook of the St. John the Baptist Parish Clerk of Court's Office.

I acknowledge and agree to be subject to a pre-employment drug screening as per the Statement of Policy on Drug Abuse and Drug Testing Policies and Procedures contained in the Employee Handbook.

I understand and agree that direct deposit of my paycheck is a condition of employment with the St. John the Baptist Parish Clerk of Court's Office.

Signature: _____ **Date:** _____, 20 _____