

# Our Lady of Prompt Succor School

420 21<sup>st</sup> Street, Alexandria, LA 71301

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

PLEASE TYPE OR PRINT ALL  
INFORMATION REQUESTED  
EXCEPT SIGNATURE

## APPLICATION FOR EMPLOYMENT

<b>PLEASE COMPLETE PAGES 1-3.</b>	DATE _____
Name _____	
Last	First
Middle	Maiden
Present address _____	
Number	Street
City	State
Zip	
How long _____	Social Security No. _____ - _____ - _____
Telephone (____) _____	Email address: _____
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 10 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  
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**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 \_\_\_\_\_

\_\_\_\_\_