



**Tangipahoa Parish School System**  
59656 Puleston Road  
Amite, Louisiana 70422  
Telephone: 985-748-7153  
Fax: 985-748-8587

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**SUPPORT PERSONNEL  
APPLICATION FOR EMPLOYMENT**



Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present address \_\_\_\_\_ Phone \_\_\_\_\_

How long at present address \_\_\_\_\_ Are you a U.S. citizen? \_\_\_\_\_

Previous address \_\_\_\_\_ How long? \_\_\_\_\_

Position applied for \_\_\_\_\_

Rate of pay expected per month \_\_\_\_\_ Would you work Full time \_\_\_\_\_ Part time \_\_\_\_\_

If part time, specify days and hours you would work:

\_\_\_\_\_

Were you previously employed by TPSS? \_\_\_\_ Yes \_\_\_\_ No If "yes", when? \_\_\_\_\_

List friends or relatives employed by TPSS:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

If your application is considered favorable, when will you be available for employment?

\_\_\_\_\_

Person to notify in case of emergency (list name, address, and phone number):

\_\_\_\_\_

Are there any other experiences, skills, or qualifications which you feel would especially fit you for work with the TPSS? If so, please list:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Employment Record**

Please list present and past employment beginning with the most recent.

Name of business \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly beginning salary \_\_\_\_\_ Weekly ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of business \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly beginning salary \_\_\_\_\_ Weekly ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

Name of business \_\_\_\_\_

Address \_\_\_\_\_

Type of business \_\_\_\_\_

Date of employment: From \_\_\_\_\_ To \_\_\_\_\_

Weekly beginning salary \_\_\_\_\_ Weekly ending salary \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Name of Supervisor \_\_\_\_\_

May we contact the employers listed above? \_\_\_\_ Yes \_\_\_\_ No If "no", please indicate which one(s):

Have you ever been convicted of or arrested for a crime? \_\_\_\_ Yes \_\_\_\_ No

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*The facts set forth in this application for employment are true and complete. I understand that if employed, false statements on this application will 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 investigative or credit agencies or bureaus of your determination.*

Signature of Applicant \_\_\_\_\_

## Important Information

1. Applicants for maintenance, clerical, and school secretary positions must be at least eighteen (18) years of age. Applicants for paraprofessional positions must be at least twenty (20) years of age.
2. Applicants must be high school graduates.
3. Applications will not be accepted unless a position has been advertised.
4. All Maintenance Department, school secretary, and clerical positions are advertised in the classified section of the Wednesday edition of the Hammond Daily Star newspaper.
5. When applying for a position, you must include on the application the specific position for which you are applying. If the advertisement includes a specific school or site, you must include that information on the application.
6. In order to be considered for employment, all required credentials must be submitted with your application. No one will be interviewed without the required credentials.
7. Credentials are required as follows:
  - School Secretary – Criteria will be included in the advertisement.
  - Clerical – Criteria will be included in the advertisement.
  - Title I Paraprofessional – Parapro Praxis or college transcript
  - Special Education Paraprofessional – Parapro Praxis or college transcript and certificate of completion of sixty (60) hour training course
8. If, upon review, your application and credentials are considered favorable, you will be notified regarding an interview.



The Tangipahoa Parish School Board does not discriminate on the basis of race, color, national origin, sex, age, disabilities, or veteran status. We are an equal opportunity employer.