

EAST CARROLL PARISH SCHOOL BOARD

***Application
for
Accounting/Clerical Positions***



Meagan Brown, Superintendent

***514 Third Street
Post Office Box
792
Lake Providence, LA
71254
Phone:
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Where Education Is First!

Office Use Only

File: _____

Ack: _____

Ref: 1) _____ 2.) _____

Interview Date: _____

LA Certified: _____

East Carroll Parish School Board

514 Third Street Post Office Box 792
Lake Providence, Louisiana 71254

**APPLICATION FOR
ACCOUNTING/CLERICAL POSITIONS**

- Payroll Clerk/ Assistant Business Manager
- Office Clerk
- Other _____

Office Use Only

Assigned to: _____

Effective Date: _____

Length of Contract: _____

Position Code: _____

Replacing: _____

Contract Code: _____

Degree: _____

Experience: _____

Date _____

NOTICE TO APPLICANT

The East Carroll Parish School Board does not knowingly discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, age, national origin, handicap, or status as a Vietnam era or disabled veteran. This policy encompasses recruitment, selection, assignment, promotion, transfer, termination, compensation, training and apprenticeship, and all other terms, conditions, benefits and privileges associated with employment. This policy extends to the educational programs and activities operated by the state, districts and schools. Discrimination is specifically prohibited by Title IX of the Education Amendments of 1972, as amended, and Title 45, Subtitle A, Part 66, of the implementing regulations administered by the Director of the Office of Civil Rights of the United States Department of Health, Education, and Welfare.

Section I Personal Information

Name: _____

LAST

FIRST

MIDDLE

Social Security Number: _____

Are you a citizen of the United States? Yes No

Current Phone Number _____ Cell Phone _____ Alternate Number _____

E-mail Address _____

Permanent Mailing Address: _____

Number and Street/Apartment Number

City

State

Zip

Are you currently certified for the position for which you are applying? Certified Not certified Not certified, but have applied

Section II Academic Record

Beginning with the most recent

Institution and Location	Dates of Attendance		Degree & Date Awarded or Expected	Major or Field of Study	Full or Part Time	GPA in Major/GPA Overall
	From	To				
	Mo/Yr	Mo/Yr				
	Mo/Yr	Mo/Yr				
	Mo/Yr	Mo/Yr				

Section III Employment Information

Beginning with the most recent, include part-time work and full time work experience.

Dates		Position	Name, Address, and Phone No. of Employer(s)	Reason for Leaving
From	To			
Mo/Year	Mo/Year			
Mo/Year	Mo/Year			
Mo/Year	Mo/Year			
Mo/Year	Mo/Year			

Section IV Extra-Curricular Activities

Beginning with the most recent, list up to four of the most significant extra-curricular/community activities and professional affiliations in which you have been most actively involved. Describe the nature of your involvement and/or responsibilities

Organization Name	Position	Years	Average Hours Per Week	Description of Activity

Section V Experience in Accounting or Clerical Work

Experienced Applicant: A minimum of two (2) references must be submitted.

Non-certificated applicant—Send reference request to previous employer, supervisor, and person of standing in community who is familiar with you

Name and Position	Name of Agency	Complete Mailing Address	Telephone Number

Section VI Additional Information

1. When will you be available? (month/date/year)? _____
 Yes, No

2. Are you on approved leave from a job? Yes, No If yes, ending date _____

3. Are you related to an employee/board member of the East Carroll Parish School District? Yes, No
 If yes, list the employee/board member's position and relationship.
 Position _____ Relationship _____
 Position _____ Relationship _____
 Position _____ Relationship _____

4. Have you ever been convicted of a felony? Yes, No

5. Have you ever been convicted of an offense against the law or are you now under charges for any offense against the Law?
 Yes, No

6. Have you ever been terminated or recommended for dismissal by your employer? Yes, No

7. While in the military service were you convicted by a general court-martial? Yes, No Non-applicable

If you check YES for Question 4,5,6, and /or 7 in section XII briefly explain in the space below.



Sexual Misconduct Disclosure Statement

As required by Louisiana Revised Statute 17:81.9 (Act 723), the applicant authorizes all previous employers to disclose any and all information in the applicant's personnel file related to instances of sexual misconduct with students committed by the applicant. The applicant releases previous and current employers from liability for providing the requested information to the East Carroll Parish School System.

- I have read and understand the statement above.
- I also understand that I cannot be considered for employment in the East Carroll Parish School System unless this form is signed.
- Once this form has been signed, the applicant may be hired on a conditional basis pending the review of any information obtained.
- I agree that a copy of this form will be sent to each of my previous employers.
- Each completed form received will be placed in my personnel file.

Please check the appropriate box:

- I have formerly worked in (a) school district(s) in the State of Louisiana.
- I have never worked in (a) school district(s) in the State of Louisiana.

PRINT FULL NAME

DATE

SIGNATURE OF EMPLOYEE

SOCIAL SECURITY NUMBER



This section to be completed by previous employer.

Name of School System: _____

- There is no information in this employee's file indicating sexual misconduct.
- I have attached documentation regarding sexual misconduct.

Previous employer(s) should complete this form and return it within twenty (20) business days to the following address:

**East Carroll Parish School Board
Human Resources Department
P.O. Box 792
Lake Providence, Louisiana 71254**

Print Name of Authorized HR Employee

Date

Signature of Authorized HR Employee: _____

Personnel