

THIS APPLICATION IS ONLY GOOD FOR THIRTY DAYS.

**PREREQUISITE:**

APPLICANT MUST HAVE A HIGH SCHOOL DIPLOMA OR THE EQUIVALENCY.

APPLICANT MUST SCORE A MINIMUM OF 70% ON THE PRE-EMPLOYMENT TEST.

**ELIANA DEFRANCESCH, CLERK OF COURT**

**APPLICATION FOR EMPLOYMENT**

EMPLOYMENT IN THE CLERK OF COURT'S OFFICE IS "AN EMPLOYMENT-AT-WILL" RELATIONSHIP.

PLEASE PRINT OR TYPE IN YOUR NORMAL HANDWRITING.

\_\_\_\_\_  
FIRST NAME                                      MIDDLE                                      MAIDEN                                      LAST

\_\_\_\_\_  
ADDRESS                                      CITY                                      STATE      ZIP CODE                                      TELEPHONE NO.

SPOUSE'S NAME \_\_\_\_\_

PARENT (S) \_\_\_\_\_

PARENT (S) ADDRESS (ES) \_\_\_\_\_

TYPE OF EMPLOYMENT                      (FULL-TIME) \_\_\_\_\_                      (PART-TIME) \_\_\_\_\_

MINIMUM SALARY REQUIREMENTS \_\_\_\_\_

DATE AVAILABLE FOR EMPLOYMENT \_\_\_\_\_

DO YOU HAVE ANY RELATIVE WORKING FOR THE CLERK?                      YES \_\_\_\_\_ NO \_\_\_\_\_

WHAT CONTRIBUTIONS OR IMPROVEMENTS DID YOU MAKE DURING YOUR PREVIOUS EMPLOYMENT?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WHAT HAVE YOU DONE TOWARD SELF IMPROVEMENT (TO IMPROVE YOURSELF) IN THE PAST YEAR?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE YOU A REGISTERED VOTER IN ST. JOHN PARISH?                      YES \_\_\_\_\_ NO \_\_\_\_\_

**EDUCATION TRAINING IN THE FOLLOWING:**

TYPING                      \_\_\_\_\_                      WPM \_\_\_\_\_

SHORTHAND                      \_\_\_\_\_                      WPM \_\_\_\_\_

SPEEDWRITING                      \_\_\_\_\_                      WPM \_\_\_\_\_

ADDING MACHINE                      \_\_\_\_\_                      WPM \_\_\_\_\_

**COMPUTER TRAINING/COMPUTER WORK EXPERIENCE:**                      (PLEASE LIST BELOW)

\_\_\_\_\_  
\_\_\_\_\_

**OTHER BUSINESS MACHINES & TRAINING:**                      (PLEASE LIST BELOW)

\_\_\_\_\_  
\_\_\_\_\_

**EDUCATION:**

\_\_\_\_\_  
HIGH SCHOOL                      NO. YEARS ATTENDED                      YEAR GRADUATED                      DEGREE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
BUSINESS SCHOOL                      NO. YEARS ATTENDED                      YEAR GRADUATED                      DEGREE

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
COLLEGE                      NO. YEARS ATTENDED                      YEAR GRADUATED                      DEGREE

\_\_\_\_\_  
ADDRESS

**EMPLOYMENT RECORD:**

STARTING WITH PRESENT OR MOST RECENT, LIST ALL PREVIOUS EMPLOYERS.  
INCLUDE SELF-EMPLOYMENT, SUMMER, & PART-TIME JOBS.

1. \_\_\_\_\_  
COMPANY NAME                      ADDRESS                      TELEPHONE NO.  
  
\_\_\_\_\_  
DATE EMPLOYED                      POSITION                      LAST OR PRESENT SALARY  
  
DATE EMPLOYMENT ENDED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
CONTACT PERSON AT COMPANY: \_\_\_\_\_

2. \_\_\_\_\_  
COMPANY NAME                      ADDRESS                      TELEPHONE NO.  
  
\_\_\_\_\_  
DATE EMPLOYED                      POSITION                      LAST OR PRESENT SALARY  
  
DATE EMPLOYMENT ENDED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
CONTACT PERSON AT COMPANY: \_\_\_\_\_

3. \_\_\_\_\_  
COMPANY NAME                      ADDRESS                      TELEPHONE NO.  
  
\_\_\_\_\_  
DATE EMPLOYED                      POSITION                      LAST OR PRESENT SALARY  
  
DATE EMPLOYMENT ENDED: \_\_\_\_\_  
REASON FOR LEAVING: \_\_\_\_\_  
CONTACT PERSON AT COMPANY: \_\_\_\_\_

4. IF PRESENTLY EMPLOYED, WHY DO YOU DESIRE TO CHANGE YOUR POSITION?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? YES \_\_\_\_\_ NO \_\_\_\_\_

**APPLICANT INFORMATION (PRINT ALL INFORMATION EXCEPT SIGNATURE)**

NAME: \_\_\_\_\_

HAVE YOU EVER BEEN ARRESTED:

YES \_\_\_\_\_ NO \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A  
FELONY?

DATE OF BIRTH \_\_\_\_\_

YES \_\_\_\_\_ NO \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

\_\_\_\_\_  
APPLICANT'S SIGNATURE

BY THIS SIGNATURE, I AUTHORIZE THE RELEASE OF MY ARREST RECORD, IF ANY, & WAIVE SUCH LEGAL RIGHTS THAT MAY EXIST & DO RELEASE ANY & ALL PERSONS FROM LIABILITY IN CONNECTION WITH THE FURNISHING OF SUCH INFORMATION.

**APPLICANT INFORMATION CONTINUED**

**THIS SECTION IS TO BE COMPLETED BY A LAW ENFORCEMENT AGENT:**

ARREST INFORMATION, IF ANY.

<u>DATE</u>	<u>OFFENSE</u>	<u>DISPOSITION</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**IMPORTANT:** THE SHERIFF'S OFFICE CANNOT MAKE AN ACCURATE IDENTIFICATION BASED UPON NAME & DATE OF BIRTH ONLY. ANY INFORMATION CONTAINED ON ANY NAME CHECK IS SUBJECT TO VERIFICATION BETWEEN THE REQUESTING PARTY & HIS EMPLOYEE. THE ST. JOHN PARISH SHERIFF'S OFFICE ASSUMES NO RESPONSIBILITY THEREFORE FOR ANY ACTION RESULTING FROM THE INFORMATION FURNISHED.

\_\_\_\_\_  
SIGNATURE OF DEPUTY  
VERIFYING INFORMATION

**LIST PROFESSIONAL, TRADE BUSINESS OR CIVIC ACTIVITIES & OFFICES HELD.**

YOU MAY EXCLUDE MEMBERSHIP, WHICH WOULD REVEAL GENDER, RACE, RELIGION, NATIONAL ORIGIN, AGE, ANCESTRY, DISABILITY OR OTHER PROTECTED STATUS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROFESSIONAL REFERENCES:**

LIST THREE PERSONAL REFERENCES, NOT RELATIVES, WHO HAVE KNOWN YOU FOR THE PAST FIVE OR MORE YEARS.

NAME	ADDRESS	OCCUPATION	TELEPHONE NO.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT? YES \_\_\_\_\_ NO \_\_\_\_\_

PLEASE READ THE FOLLOWING BEFORE SIGNING. IF YOU HAVE ANY QUESTIONS REGARDING THIS STATEMENT, PLEASE ASK SOMEONE BEFORE SIGNING.

IN THE EVENT OF MY EMPLOYMENT TO A POSITION AT THE CLERK OF COURT'S OFFICE, I AGREE TO COMPLY WITH ALL RULES & REGULATIONS AS SET FORTH IN THE CLERK'S POLICY MANUAL OR OTHER DIRECTIVE DISTRIBUTED TO ALL EMPLOYEES.

I CERTIFY THAT ALL STATEMENTS MADE BY ME ON THIS APPLICATION ARE TRUE & THAT I HAVE WITHHELD NOTHING THAT WOULD, IF DISCLOSED AFFECT THIS APPLICATION UNFAVORABLY. IF EMPLOYED, ANY MISSTATEMENT OR OMISSION OF FACT ON THIS APPLICATION MAY RESULT IN MY DISMISSAL. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION.

I UNDERSTAND THAT ACCEPTANCE OF AN OFFER OF EMPLOYMENT DOES NOT CREATE A CONTRACTUAL OBLIGATION UPON THE EMPLOYER TO CONTINUE TO EMPLOY ME IN THE FUTURE.

IF YOU DECIDE TO ENGAGE AN INVESTIGATIVE CONSUMER REPORTING AGENCY TO REPORT ON MY CREDIT & PERSONAL HISTORY I AUTHORIZE YOU TO DO SO. IF A REPORT IS OBTAINED YOU MUST PROVIDE, AT MY REQUEST, THE NAME OF THE AGENCY SO I MAY OBTAIN FROM THEM THE NATURE & SUBSTANCE OF THE INFORMATION CONTAINED IN THE REPORT.

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SIGNATURE OF APPLICANT

DATE