

WORK HISTORY

Please account for all time since leaving school including military service and periods of unemployment. You may attach a resume; however, you are still required to complete the following sections. Please include salary history. If you need more space, continue on a separate sheet.

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Have you been convicted of a felony, or plea bargained from a felony charge to a misdemeanor, or have you plea bargained a felony to a non-conviction unadjudicated probation? Yes No

A criminal record is not an absolute bar from employment at the Parish of Caddo nor are you required to disclose any information relating to your criminal records which have been expunged, sealed or impounded if such records are protected from disclosure to employers by law.

PARISH OF CADDO REQUIRES POST-OFFER AND FOR CAUSE DRUG SCREENING.
RANDOM DRUG TESTING MAY ALSO BE ADMINISTERED.

This certifies that the employment for which I am applying is not guaranteed for any particular length of time and that either the company or I remain free to terminate the relationship at any time. Furthermore, this application form represents the entire agreement by the parties pertaining to employment with the Parish of Caddo and supersedes all prior agreements and understandings.

To the best of my knowledge all information on this application is correct. I understand that the Company reserves the right to verify all information on this application and that all false statements will be considered sufficient cause for my rejection as an applicant, or my dismissal if hired. I further agree that, if hired, I will comply with all rules and regulations set forth by the Parish of Caddo.

I authorize Parish of Caddo representatives to make whatever inquiries deemed necessary in connection with my application for employment. As part of such inquiries, Parish of Caddo representatives have my permission to contact persons who may have information relating to my suitability for employment.

I authorize and instruct any person or agency contacted to participate or conduct inquiries at its request, to compile information, and to furnish any information compiled as a result of such inquiries.

I further authorize the Parish of Caddo, at its sole discretion, to furnish copies of this authorization and my application to any person in connection with the above purpose.

Signature:

Date:

WORK HISTORY – CONTINUED

Please account for all time since leaving school including military service and periods of unemployment. You may attach a resume; however, you are still required to complete the following sections. Please include salary history.

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Company Information	Describe the work you did.	Employee Information
Name:		Employment Dates: From: To:
Address:		Salary: Starting: Last:
		Name of Supervisor:
Phone:		Reasons for leaving:
Business Type:		

Signature: _____ Date: _____



PARISH OF CADDO Employment Data Record

PARISH OF CADDO Application for Employment ESSAY

Name: _____
(Please print)

Position applied for: _____
(Please print)

The Parish of Caddo is an equal opportunity employer in all phases of its business and personnel matters. The Parish of Caddo does not discriminate with regard to race, sex, religion, age, national origin, disability, pregnancy, or any other impermissible criteria in any employment decisions. Questions regarding the Parish of Caddo's equal employment opportunity policy are welcome and should be addressed to the Department of Human Resources.

Please use this space to describe why you believe you are the ideal candidate for this position. Elaborate on any background, experience, or qualifications that you believe should be considered in evaluating your qualifications for employment. You may include hobbies, volunteer experience, and other activities you believe relevant. Please omit any information that would disclose your race, gender, age, marital status, ethnic origin, religious or political affiliations, or disability.

Signature:

Date:

