



8833 Goodwood Boulevard
 Baton Rouge, LA 70806-7919
 Phone 225.927.8601
 Fax 22.928.2542

APPLICATION FOR NEW EMPLOYEES

Position Applying for _____

PERSONAL DATA

Name _____
Last First Middle Security Number

Present address: _____
Street City State Zip Home Phone Work Phone

Permanent address: _____
Street City State Zip Home Phone Work Phone

Email: _____ Religious Affiliation: _____

Credentials included with application: _____
 _____ Resume
 _____ All professional certificates (photocopies acceptable)
 _____ All transcripts showing degrees (photocopies acceptable)

Are you presently employed? Yes _____ No _____
 If yes, in what position? _____
 Your present employer's name and address: _____
 _____ Phone _____

May your present employer be contacted regarding this application? _____ Yes _____ Not at this time

EDUCATIONAL BACKGROUND

Name of School	Location	From	To	Major	Minor	Degree
High School:						
Colleges or Universities:						

The school is open to any qualified applicant for employment regardless of race, color, national origin, religion, sex, age, or disability. The school accepts qualified students regardless of race, color, religion, or national origin.

Interview Schedule: _____ Date Application Received: _____

Date Time Name of Interviewer

OFFICE USE ONLY

GENERAL INFORMATION

List academic honors, special awards or honors or positions attained in high school, college/university, or professionally which you believe are pertinent to the position for which you are applying:

List professional, civic, service organizations, etc. in which you hold membership whose purposes and/or activities in your opinion relate to or support the position for which you are applying:

List below those areas in which you have an interest(s), skill(s), training, experience(s), etc. that you believe are of value to you in your requested position and/or which might be of value in activities inherent or related to your requested position in the school.

If no, please explain: _____

Have you ever been asked to resign or been discharged from any position? ___ Yes ___ No

If yes: Where? _____ When? _____ Why? _____

Have you ever been convicted of a felony or offense involving moral turpitude and/or received probation or deferred adjudication? ___ Yes ___ No

If yes, please explain:

(Conviction of a felony is not an automatic bar to employment. The School will consider the nature, date, and relationship between the offense and the position for which you are applying.)

Do you have a relative who is a member of the Board of Trustees or employee of St. Luke's Episcopal Day School or St. Luke's Episcopal Church? ___ Yes ___ No

If yes, please provide the name of relative and relationship.

CERTIFICATION

Type of certificate held: _____

EXPERIENCE

Name and Address of Employer (List in chronological order)	From - To	Position Held	Name & Address of Supervisor

Total years experience _____

REFERENCES

These should be persons qualified to give information to show your fitness for the position you seek.
Please include supervisors under whom you have worked.

NAME	ADDRESS	TELEPHONE	POSITION

