

Mail completed form to:
19th Judicial District Court
300 North Boulevard, Suite 3602
Baton Rouge, LA 70801
Or fax to (225) 389-4774

19th Judicial District Court

Application for Employment

(please print)

Date: _____ **Social Security No.:** _____

Name: _____
Last First Middle

Address: _____
No. Street City State Zip

Telephone: Home _____ Business _____

Position Applied For: _____

How were you referred to our organization? _____

Have you worked with us before? Yes No

If yes, when/how long? _____

Previous Job Title _____

Reason for leaving _____

Do you have any relatives who are employed by this organization?

Yes No

If yes, please specify: _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part time Temporary

Indicate any foreign languages you can speak, read and / or write:

Have you been convicted of a felony within the last 7 years? Yes No

Conviction will not necessarily disqualify an applicant from employment.

If yes, please explain _____

EDUCATIONAL HISTORY

High School Name and Location: _____

Attended from _____ to _____ G.P.A. _____ Date Graduated _____

Technical or Other Name and Location: _____

Attended from _____ to _____ G.P.A. _____ Date Graduated _____

Training Received: _____

College Name and Location: _____

Year 1 2 3 4 Attended from _____ to _____ Major _____
(Circle year presently attending, if student)

G.P.A. _____ Degree received _____ Total Semester Hours _____

Major _____ Minor _____ Honors: _____

Graduate School Name and Location: _____

Year 1 2 3 4 Attended from _____ to _____ Major _____
(Circle year presently attending, if student)

G.P.A. _____ Degree received _____ Total Semester Hours _____

Major _____ Minor _____ Honors: _____

Law School Name and Location: _____

Year 1 2 3 4 Attended from _____ to _____ Major _____

(Circle year presently attending, if student)

Class Ranking _____ Date passed – Louisiana Bar Examination _____

Honors: _____

EMPLOYMENT HISTORY

Present/Previous Employer Data (List in Reverse Order Beginning with Present Employer, attach resume)

1 Name 2 Address	3 City/State/Zip 4 Contact/Phone	Position Job Title	Dates From/To	Salary Beginning/Ending	Reason for Leaving
1					
2					
3					
4					
1					
2					
3					
4					
1					
2					
3					
4					

U.S. MILITARY SERVICE

Branch of Service _____ From _____ to _____

Rank & Type of Service _____

Training/Experience Received _____

Please list any additional information that relates to your ability to perform the job for which you have applied, such as licenses, professional memberships, hobbies, etc.: _____

APPLICANT – DO NOT WRITE IN THIS SECTION

INTERVIEWS

(Coordinators/Supervisors, please attaché separate sheet if necessary)

Interviewer	Date	Comments

TEST RESULTS

Test Administered	Date	Score	Comments

REFERENCE CHECKS

Reference	Person Auditing	Comments

HIRED

Division	Position	Will Report	Location	Salary

BUSINESS/PROFESSIONAL REFERENCES
(Do Not Include Relatives)

Name	Address/City/State/Zip	Telephone#	Professional Relationship
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Would you prefer that we check with you before contacting your references? (Please circle yes or no)
Yes No

APPLICANT'S STATEMENT

I understand that the employer follows an "employment at will" policy, in that I or the employer may terminate my employment at any time, or for any reasons with or without cause, consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity.

I understand that this application will be active for a period of one year, after that time, I wish to be considered for employment, I must submit a new application.

I certify that all statements herein are true and understand that any falsification of willful omission shall be sufficient cause for dismissal or refusal of employment.

Your Signature

Date