

CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
P O Box 800
Lake Charles, LA 70602

LAST NAME,

FIRST NAME

APPLICATION FOR TRANSPORTATION DEPARTMENT

POSITION APPLIED FOR:

Bus Driver _____ Bus Aide _____ Bus Mechanic _____

Please Print: _____ Date: _____

NAME _____
LAST FIRST MIDDLE MAIDEN

MAILING ADDRESS _____ PHONE NUMBER _____

CITY, STATE, ZIP _____ SOCIAL SECURITY NO _____

HIGHEST GRADE COMPLETED IN SCHOOL _____ NAME OF SCHOOL _____

OTHER EDUCATIONAL EXPERIENCES _____

DRIVER'S LICENSE NO. _____

HAS YOUR DRIVER'S LICENSE EVER BEEN REVOKED? _____ YES _____ NO

NUMBER OF YEARS EXPERIENCE DRIVING: Automobile _____ Heavy Vehicles _____

IF EMPLOYED AS A BUS DRIVER, DO YOU PLAN TO HOLD AN ADDITIONAL JOB?

____ YES ____ NO IF "YES", LIST EMPLOYER'S NAME AND ADDRESS:

PRESENT EMPLOYMENT: NAME OF COMPANY _____

KIND OF WORK _____

HOW LONG HAVE YOU BEEN EMPLOYED? _____

HAVE YOU EVER BEEN CONVICTED OF ANY OF THE FOLLOWING OFFENSES:

1. Manslaughter or Negligent Homicide? _____ YES _____ NO
2. Driving while intoxicated or under the influence of narcotics? _____ YES _____ NO
3. Hit and Run Driving? _____ YES _____ NO
4. Reckless Driving? _____ YES _____ NO
5. Have you ever been convicted of, or plead nolo contendere to, crimes outlined in state law? _____ YES _____ NO

LIST LAST THREE EMPLOYERS (Company name address, phone & supervisor)

1. _____
2. _____
3. _____

List the names of any relatives employed by the Calcasieu Parish School Board:

I have applied for the job of: _____

A list of the essential physical functions are:

The **bus aide** position requires bending, crouching, pushing, pulling and carrying up to 50 pounds. There will be exposure to heat, cold, dampness and noise.

The **bus mechanic** class A or B position demands continuous standing, walking, climbing, bending, crouching, pushing/pulling, carrying, pushing/pulling, carrying, reaching, lifting/lowering in excess of 100 pounds. There will be physical exposure to cold, heat, dampness, and noise.

Good hearing, color discrimination, and depth perception are necessary. The ability to work appropriately with others in close proximity is a must.

I have read and understand the above physical functions and I hereby certify that I am capable of performing all the functions of the job.

I hereby certify the above answers to be true and correctly recorded, and it is further understood that false statements will be grounds for termination.

Date

Signature of Applicant

NOTE: This application will be retained for 1 year. Once you begin to substitute, you must return to the Personnel Department and complete the substitute application in order to be paid.

CALCASIEU PARISH SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

CALCASIEU PARISH DRUG FREE WORKPLACE POLICY

YOU ARE HEREBY NOTIFIED that it is a violation of the policy of the Calcasieu Parish School Board for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15. **Drug Testing is a requirement for all new employees of the Calcasieu Parish School System.**

"*Workplace*" is defined as the site for the performance of work done in connection with an activity under the auspices of the School Board. That includes a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School Board.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you will comply with the policy of the School Board and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the School Board's drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.

Sanctions against employees, including non-renewal, suspension and termination shall be in accordance with administrative regulations and procedures as prescribed in Section GBK and related sections of the Calcasieu Parish School Board Policy Manual.

I, _____, have read the above and understand that a copy will be placed in my personnel folder.

Signature

Date



**DISCLOSURE AND RELEASE STATEMENT REGARDING
SEXUAL MISCONDUCT**

I hereby swear or confirm that I have never committed any acts that resulted in an investigation by a previous employer or law enforcement agency relating to or involving sexual misconduct with minors or other co-workers.

I authorize the disclosure of information from any current or previous employer of mine, if such employer is/was a city, parish, or other local school board, relative to all instances of sexual misconduct with students committed by me, if any. I expressly give consent for the release of such information from any school employee and/or teacher personnel file maintained with respect to me. I release and hold harmless my current or previous employer, if employer is/was a city, parish, or other local school board, and any employee acting on behalf of such employer from any liability for providing any information relative to all instances of sexual misconduct with students committed by me, if any.

Name of Applicant (Please Print)

Social Security Number

Signature of Applicant

Date

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.

Signature (Human Resources Administrator)

Date

Please return to:

**Calcasieu Parish School System
P O Box 800
Lake Charles, LA 70602-0800**

All children are important to us.