

CALCASIEU PARISH SCHOOL BOARD
3310 BROAD STREET
P.O. BOX 800
LAKE CHARLES, LA 70602

Skill Area Applying For:

1. _____
2. _____
3. _____

APPLICATION FOR MAINTENANCE POSITION

Please Print:

Date: _____

NAME: _____
LAST FIRST MIDDLE MAIDEN

MAILING ADDRESS: _____ PHONE NUMBER: _____

CITY, STATE, ZIP: _____

SOCIAL SECURITY #: _____ DRIVER'S LICENSE #: _____

HAS YOUR DRIVER'S LICENSE EVER BEEN REVOKED?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

HAVE YOU EVER BEEN CONVICTED OF, OR PLEAD NOLO CONTENDERE TO, CRIMES OUTLINED IN STATE LAW LA R.S. 15:587.1? _____ YES _____ NO

EDUCATION:

Name and Location of Elementary School: _____

Name and Location of High School: _____

Did you graduate from High School? _____ When? _____

LIST NAME OF VOCATIONAL/TECHNICAL SCHOOLS ATTENDED AND PROGRAMS PURSUED:

SCHOOL

PROGRAM

1) _____

2) _____

3) _____

LIST NAME OF COLLEGES/UNIVERSITIES ATTENDED AND PROGRAMS PURSUED:

SCHOOL

PROGRAM

DATE COMPLETED

1) _____

2) _____

OTHER EDUCATION OR TRAINING: _____

CHECK THE APPROPRIATE BLANKS FOR EACH OF THE KNOWLEDGE AND EXPERIENCE LEVELS FOR THE SKILL AREAS LISTED:

<u>SKILL</u>	<u>KNOWLEDGE LEVEL</u>				<u>EXPERIENCE LEVEL</u>			
	NONE	ENTRY	AVERAGE	MASTER	NONE	0-1	2-5	5+
Plumbing Installation	_____	_____	_____	_____	_____	_____	_____	_____
Plumbing Fixture Repair	_____	_____	_____	_____	_____	_____	_____	_____
Plumbing Blueprints	_____	_____	_____	_____	_____	_____	_____	_____
Electrical Installations	_____	_____	_____	_____	_____	_____	_____	_____
Electrical Trouble Shooting	_____	_____	_____	_____	_____	_____	_____	_____
Interpret Wiring Drawings	_____	_____	_____	_____	_____	_____	_____	_____
Carpentry	_____	_____	_____	_____	_____	_____	_____	_____
Cabinet Making	_____	_____	_____	_____	_____	_____	_____	_____
Kitchen Appliance Repair	_____	_____	_____	_____	_____	_____	_____	_____
Gas Heater Repairs	_____	_____	_____	_____	_____	_____	_____	_____
Electrical Heater Repairs	_____	_____	_____	_____	_____	_____	_____	_____
Boiler Repairs	_____	_____	_____	_____	_____	_____	_____	_____
Repairing Radiators	_____	_____	_____	_____	_____	_____	_____	_____
Trouble Shooting A/C	_____	_____	_____	_____	_____	_____	_____	_____
Repairing Window A/C	_____	_____	_____	_____	_____	_____	_____	_____
Repairing Central A/C	_____	_____	_____	_____	_____	_____	_____	_____
Tractor Driving	_____	_____	_____	_____	_____	_____	_____	_____

EMPLOYMENT HISTORY: (LIST FROM CURRENT TO FIRST; ADD PAGES AS NEEDED)

<u>EMPLOYER</u>	<u>POSITION</u>	<u>SUPERVISOR</u>	<u>DATES</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LIST THREE EMPLOYMENT RELATED REFERENCES:

NAME, ADDRESS & PHONE:

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

I, _____, do hereby grant the administrative officers of the Calcasieu Parish School Board my permission to inquire about and obtain verbal and written information from all current and former employers and law enforcement agencies if I am offered employment.

Additionally, I, _____, hereby grant all of my current and former employers and law enforcement agencies my permission to release any and all information about my person including such copies or summaries that may be requested if I am offered employment.

I have applied for the job of _____.

A LIST OF THE PHYSICAL FUNCTIONS ARE:

Position requires continuous standing, walking, climbing, bending, crouching, push/pulling, carrying, reaching overhead, lifting/lowering of 1-30+ lbs. 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. In addition a class C position requires the lifting/lowering of unlimited weight and continuous sitting on grass cutting machinery.

I, _____, so hereby certify that the data submitted herein is true and correct; and, I understand that falsification of the data herein would lead to my termination if I were employed. Finally, I understand that this document is an application only and the completion thereof does not imply employment or a contract thereof.

Applicant's Signature

Date

NOTE: This application will be retained for one year.

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.