

**WEST BATON ROUGE PARISH SCHOOL SYSTEM
CLERICAL APPLICATION
HUMAN RESOURCES DEPARTMENT
3761 ROSEDALE ROAD
PORT ALLEN, LA 70767**

***THE WEST BATON ROUGE PARISH SCHOOL SYSTEM
IS AN EQUAL OPPORTUNITY EMPLOYER***

LAST NAME		FIRST NAME			MIDDLE NAME																																					
ADDRESS		CITY	STATE	ZIP CODE	PHONE #																																					
SOCIAL SECURITY # <small>(Attach copy of card)</small>		DO YOU HAVE ANY HEALTH OR PHYSICAL CONDITIONS WHICH WOULD INHIBIT JOB PERFORMANCE? <input type="checkbox"/> NO <input type="checkbox"/> YES (If YES, explain)																																								
ARE YOU A CITIZEN OF THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, do you have a legal right to work in this country? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(Attach copy of alien registration card)</small>																																										
<p>The information below is used for Federal/State equal opportunity record keeping, reporting and other legal requirements only. Response is optional</p> <p>Race/Ethnic Group: <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> American Indian Indian/Alaskan Native <input type="checkbox"/> Asian/Pacific Islander <input type="checkbox"/> Other _____</p> <p>Date of Birth _____</p>																																										
<p>Placement Preference:</p> <p><input type="checkbox"/> School Clerk I (9.5 months) <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</p> <p>Do you have a school preference? <input type="checkbox"/> NO <input type="checkbox"/> YES. If YES, please list _____</p>																																										
<p>Can you use the following machines?</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;">Typing Speed Per Minute _____</td> <td style="width: 25%;">Dictation/Shorthand Speed _____</td> <td style="width: 25%;"></td> </tr> <tr> <td>Adding Machine</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>Calculator</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>Accounting</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>Transcribing</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>Verifier</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>Offset</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>Computer</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> <td>Tabulator</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td></td> <td></td> <td>Keypunch</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td></td> <td></td> <td>Copier</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td></td> <td></td> <td>Word Processor</td> <td><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td></td> <td></td> <td>Other</td> <td>_____</td> </tr> </table>								Typing Speed Per Minute _____	Dictation/Shorthand Speed _____		Adding Machine	<input type="checkbox"/> YES <input type="checkbox"/> NO	Calculator	<input type="checkbox"/> YES <input type="checkbox"/> NO	Accounting	<input type="checkbox"/> YES <input type="checkbox"/> NO	Transcribing	<input type="checkbox"/> YES <input type="checkbox"/> NO	Verifier	<input type="checkbox"/> YES <input type="checkbox"/> NO	Offset	<input type="checkbox"/> YES <input type="checkbox"/> NO	Computer	<input type="checkbox"/> YES <input type="checkbox"/> NO	Tabulator	<input type="checkbox"/> YES <input type="checkbox"/> NO			Keypunch	<input type="checkbox"/> YES <input type="checkbox"/> NO			Copier	<input type="checkbox"/> YES <input type="checkbox"/> NO			Word Processor	<input type="checkbox"/> YES <input type="checkbox"/> NO			Other	_____
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		Word Processor	<input type="checkbox"/> YES <input type="checkbox"/> NO																																							
		Other	_____																																							
<p>Have you ever applied for a position in West Baton Rouge Parish? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, under what name? _____</p> <p>Have you ever worked for the West Baton Rouge Parish School System? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, when? _____</p> <p>What position did you hold? _____ Under what name? _____</p> <p>Have you ever been convicted of a felony? <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, explain by confidential letter.</p>																																										
<p>In what languages other than English are you fluent? _____ Speaking? <input type="checkbox"/> YES <input type="checkbox"/> NO Reading? <input type="checkbox"/> YES <input type="checkbox"/> NO Writing? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>																																										
<p>EDUCATION (A copy of your high school diploma, GED Certificate or college transcripts must be submitted with your application.)</p> <p>Circle Last Grade Completed</p> <p>8 9 10 11 12 School _____ Location _____ Year Graduated _____</p> <p>College Attended _____ Dates Attended _____ Degree _____ Major _____</p> <p>Full Time Trade, Technical or Business School _____ Dates Attended _____</p> <p>Certificate Received? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p style="text-align: center;">SIGNATURE: _____ DATE: _____</p>																																										