



Town of Jonesboro  
Employment Application

**Applicant Information**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Position Applied For \_\_\_\_\_

Earliest Start Date \_\_\_\_\_ Desired Salary/Wage \_\_\_\_\_

Are you a citizen of the United States?  Yes  No If no, are you authorized to work in U.S.?  Yes  No

Have you ever worked for the Town of Jonesboro?  Yes  No If yes, when? \_\_\_\_\_

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**Education**

High School \_\_\_\_\_ City, State \_\_\_\_\_

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

College/University \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_  Undergraduate  Postgraduate

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

College/University \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_  Undergraduate  Postgraduate

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

College/University \_\_\_\_\_ City, State \_\_\_\_\_

Degree \_\_\_\_\_  Undergraduate  Postgraduate

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Did you graduate?  Yes  No

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**Previous Employment**

Company \_\_\_\_\_ Phone \_\_\_\_\_

City, State \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

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Company \_\_\_\_\_ Phone \_\_\_\_\_

City, State \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

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Company \_\_\_\_\_ Phone \_\_\_\_\_

City, State \_\_\_\_\_ Supervisor \_\_\_\_\_

Job Title \_\_\_\_\_ Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Years Attended: From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

May we contact this employer for a reference?  Yes  No

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**Additional References** (professional references only)

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Relationship \_\_\_\_\_

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Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Relationship \_\_\_\_\_

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Name \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_ Relationship \_\_\_\_\_

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**Military Service**

Branch \_\_\_\_\_ Years Served: From \_\_\_\_\_ To \_\_\_\_\_

Rank at Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_

If other than honorable, please explain \_\_\_\_\_

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**Certification**

I certify that the information contained within this document is true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information within this application or any interview may result in my release.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

The Town of Jonesboro provides equal opportunity in all of our employment practices to all qualified employees and applicants without regard to race, color, religion, gender, gender identity, sexual orientation, national origin, age, disability, marital status, military status, veteran status, or any other category protected by federal, state, and local laws. This policy applies to all aspects of the employment relationship, including recruitment, hiring, compensation, promotion, transfer, disciplinary action, layoff, return from layoff, training programs, and termination. All employment decisions are made without unlawfully discriminating on any prohibited basis.

**PRIVACY STATEMENT**

The information contained within this application is for use by management for employment purposes. The Town of Jonesboro shall make all efforts to protect prospective employee's personnel records, which are not part of the public record, except for that stated in the Town of Jonesboro Personnel Policies and Procedures as required by Louisiana public records laws.