



Town of Jonesboro Employment Application

Applicant Information

Full Name _____

Address _____

Phone _____ Email _____

Social Security Number (last four digits only) XXX - XX - _____

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? _____

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

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

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

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

Additional References (professional references only)

Name _____ Phone _____

Company _____ Relationship _____

Name _____ Phone _____

Company _____ Relationship _____

Name _____ Phone _____

Company _____ Relationship _____

Military Service

Branch _____ Years Served: From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, please explain _____

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

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.