APPLICATION FOR EMPLOYMENT



**TOTAL COMMUNITY ACTION, INC.**

1420 SOUTH JEFFERSON DAVIS PARKWAY

P.O. BOX 13848

NEW ORLEANS, LOUISIANA 70185

|  |  |  |
| --- | --- | --- |
| POSITION APPLIED FOR |  | |
|  | |  |

PERSONAL INFORMATION

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | |  | | | DATE | | | | | |  | | | |  | | |  |
|  | | | | |  | | |  | | | |  | | | | | | | |  | |
| NAME |  | | | | | | |  | | | |  | | | | | | | |  | |
|  | | Last | | | | | | First | | | |  | | | | | | | | Middle | |
|  | | | | |  | | |  | | | |  | | | | | | | |  | |
| ADDRESS | | |  | | | | |  | | | |  | | | | | | | |  | |
|  | | | | Street | | | | City | | | | State | | | | | | | | Zip | |
|  | | | | |  | | |  | | | |  | | | | | | | |  | |
| PHONE NO. | | | |  | | | CELL PHONE | | |  | | | | | EMAIL: | |  | | | | |
|  | | | | |  | | |  | | | |  | | | | | | | |  | |
| IN CASE OF EMERGENCY  WHOM SHOULD TCA NOTIFY? | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | Name | |  | | | | Address | | | | | | | | Phone | |
|  | | | | | | | | |  | |  |  | |  | | | | | | | |
| ARE YOU RELATED TO ANYONE  EMPLOYED WITH TCA OR BOARD MEMBERS? | | | | | | | | |  | Yes | |  | No | | | | | | | | |
|  | | |  | | | |  | | | |  | |
|  | | | | |  | | |  | | | |  | | | | | | | |  | |
| POSITION | | |  | | | | | | | | | | RELATIONSHIP | | | | | |  | | |
|  | | | | |  | | |  | | | |  | | | | | | | |  | |

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| --- | --- | --- | --- |
| EDUCATION | NAME & LOCATION OF SCHOOL | Did You Graduate? | Subjects Studied |
| HIGH SCHOOL |  |  |  |
|  |  |  |
| COLLEGE |  |  |  |
|  |  |  |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |  |  |  |
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HONORS, SCHOLARSHIP, EXTRA CURRICULAR OR CIVIC ACTIVITIES

|  |  |
| --- | --- |
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|  | |
|  | |
| SPECIAL SKILLS |  |

FORMER EMPLOYERS (List below last four (4) Employers, Starting with last one first)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE  Month & Year | | Name and Address of Employer | Salary | Position | Reason for leaving |
| FROM |  |  |  |  |  |
| TO |  |
| FROM |  |  |  |  |  |
| TO |  |
| FROM |  |  |  |  |  |
| TO |  |
| FROM |  |  |  |  |  |
| TO |  |
|  | | | | | |

|  |  |  |
| --- | --- | --- |
| **U.S. MILITARY SERVICE** | **RANK** | **Present Membership In National Guard Or Reserves** |
|  |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| HAVE YOU EVER BEEN CONVICTED FOR VIOLATING ANY CRIMINAL LAW DURING THE LAST FIVE (5) YEARS | | | |  |  | | | Yes |  | | No | | | | |
|  | |  | | |  | | |  | |
|  |  | |  | | |  | | | | | |  | |
| IF YES PLEASE GIVE DETAILS | |  | | | | | | | | | | | |
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**NOTE: CONVICTION DOES NOT BAR ALL EMPLOYMENT**

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**I authorize investigation of all statements contained on this application. If I am considered for employment, I understand that misrepresentation or omission of facts called for is cause for immediate dismissal.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| DATE |  | | SIGNATURE |  | |
|  | |  |  | |  |

**DO NOT WRITE BELOW THIS LINE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Interview by: | | |  | | | | Date |  |
|  | | | |  |  |  | | |
| Date Hired: | |  | | | Position: |  | | |
|  | | | |  |  |  | | |
| Remarks: |  | | | | | | | |
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**“EQUAL OPPORTUNITY EMPLOYER”**

P.O. Box 13848 • New Orleans, LA 70185-3848 • (504) 872-0334 / FAX (504) 872-0339

**www.tca-nola.org**

“An Equal Opportunity Employer”

“Auxiliary aids and services are available upon request to individuals with disabilities”

**LA RELAY – 1-800-947-5277**

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