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 EMERGENCYWHOM SHOULD TCA NOTIFY? |  |
|  | Name |  | Address | Phone |
|  |  |  |  |  |
| ARE YOU RELATED TO ANYONEEMPLOYED WITH TCA OR BOARD MEMBERS? |  | Yes |  | No |
|  |  |  |  |
|  |  |  |  |  |
| POSITION |  | RELATIONSHIP |  |
|  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| EDUCATION | NAME & LOCATION OF SCHOOL | Did You Graduate? | Subjects Studied |
| HIGH SCHOOL |  |  |  |
|  |  |  |
| COLLEGE |  |  |  |
|  |  |  |
| TRADE, BUSINESS OR CORRESPONDENCE SCHOOL |  |  |  |
|  |  |  |
|  |  |  |  |

HONORS, SCHOLARSHIP, EXTRA CURRICULAR OR CIVIC ACTIVITIES

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DATEMonth & 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** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HAVE YOU EVER BEEN CONVICTED FOR VIOLATING ANY CRIMINAL LAW DURING THE LAST FIVE (5) YEARS |  |  | Yes |  | No |
|  |  |  |  |
|  |  |  |  |  |
| IF YES PLEASE GIVE DETAILS |  |
|  |
|  |
|  |

**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**

|  |  |  |  |
| --- | --- | --- | --- |
| Interview by: |  | Date |  |
|  |  |  |  |
| Date Hired: |  | Position: |  |
|  |  |  |  |
| Remarks: |  |
|  |
|  |
|  |
|  |

**“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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