

ST. TAMMANY PARISH LIBRARY  
EMPLOYMENT APPLICATION



310 W 21<sup>st</sup> Avenue  
Covington, LA 70433  
985.871.1219

[www.sttammany.lib.la.us](http://www.sttammany.lib.la.us)

# Tips for Applicants

## St. Tammany Parish Library is an Equal Opportunity Employer

Employment opportunities are posted on our website: [www.sttammany.lib.la.us](http://www.sttammany.lib.la.us)

### How to Apply for a Position

- Once you read all materials carefully, complete the following items in full, even if you submit a resume:
  - Applicant Data & Disclosure Sheet
  - Applicant Employment History
  - Applicant Education History
  - Applicant References
- A neat and legible application helps us evaluate your information effectively. To ensure your application can be easily reviewed, use a typewriter or print neatly with dark ink – do not use pencil.
- If you have not submitted a resume, please attach a letter of introduction that includes why you are interested in a career with the St. Tammany Parish Library.
- Double-check your application before submitting materials to be sure that they are complete and signed.

### After Your Application is Received by STPL

- All applications received are carefully reviewed to select those who are best suited to a specific job opening.
- If you are selected for an interview, you will be contacted.
- If you apply for any position in general, you will automatically receive consideration for any opening that may occur if you possess the necessary education and/or work experience.



**Applicant Data & Disclosure**

310 W 21<sup>st</sup> Avenue  
 Covington, LA 70433

Last Name		First Name		Middle	
Street Address		City		State Zip	
Home Phone		Cell Phone		Work Phone	
Position For Which You Are Applying					
Type of Employment Please circle		Full-time		Part-time	
What hours or days are you unable to work?					
Salary Expectation			Date available for work		
Have you submitted an application to STPL before now?			Within the last year?		
Have you ever worked for STPL before?			If yes, please give dates and supervisor's name		
Have you ever worked for any agency of St. Tammany Parish Government?			If yes, please give dates, department(s), and supervisor's name		
Do you have a relative employed by STPL?			If yes, please give name and relationship		
Have you been convicted of a felony since your 18 <sup>th</sup> birthday? Please circle. A conviction will not necessarily disqualify an applicant for employment.				YES NO	
If you answered yes, please give the following information					
Nature of Offense					
Date of Conviction			Name & Location of Court		
Driver's License Number			State		
If hired, can you provide proof that you are eligible to work in the United States?		Yes No		For non-citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted.	

**Applicant Education History**

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**High School or GED**

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Name and location

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Major Course of Study

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Did you graduate?

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**Vocational/Technical School/Other**

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Name and location

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Dates of enrollment

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Major course of study

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Degree

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Date completed

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**Undergraduate**

---

Name and location

---

Dates of enrollment

---

Major course of study

---

Degree

---

Date completed

---

**Graduate**

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Name and location

---

Dates of enrollment

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Major course of study

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Degree

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Date completed

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**Applicant Employment History**

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Name of Employer

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Address

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City

State

Zip

Employer Telephone

Supervisor(s) Name

Job Title and Duties

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Dates of Employment

Rate of Pay

Reason for Leaving

Name of Employer

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Address

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City

State

Zip

Employer Telephone

Supervisor(s) Name

Job Title and Duties

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Dates of Employment

Rate of Pay

Reason for Leaving

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Name of Employer

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Address

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City	State	Zip
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Employer Telephone	Supervisor(s) Name
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Job Title and Duties

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Dates of Employment	Rate of Pay	Reason for Leaving
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Name of Employer

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Address

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City	State	Zip
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Employer Telephone	Supervisor(s) Name
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Job Title and Duties

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Dates of Employment	Rate of Pay	Reason for Leaving
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**Please check any item listed below which applies to skills you possess.**

MS Word		Excel		PowerPoint		Email	
Internet		Xerox		Filing		Transcription	
Other		Other		Other		Other	

**Applicant References**

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Name	Name
Phone	Phone

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Name	Name
Phone	Phone

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**Conditions of Employment Statement**

As certified on the Employment Application, I declare that my answers to the questions are true and give St. Tammany Parish Library the right to investigate all information given and to secure additional appropriate information if necessary. I understand that an investigative report may be made from information obtained through personal interviews with others. I understand that this inquiry may include information as to my personal characteristics, employment verification, personal identity verifications, past employment verifications, reference checks, criminal records, motor vehicle records, and appropriateness for employment. In accordance with the law and my understanding of this statement, I authorize my current and former employers to give any information regarding my employment, together with all information regarding me, and hereby release from all liability or responsibility all persons, companies, or corporations furnishing such information in good faith. I also authorize the release of my academic records to St. Tammany Parish Library by schools and other educational institutions that I have attended.

I understand that the completion of this application does not assure me of a position with the St. Tammany Parish Library and does not obligate the St. Tammany Parish Library to me in any way. I further understand that any misrepresentation herein may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal.

I fully understand that as part of the employment process, I will be required to submit, voluntarily, to a physical examination and drug screen test required by St. Tammany Parish Library. I am aware that the results will be made available to the Director or the duly authorized representative. St. Tammany Parish Library is committed to a drug free work place to protect the safety of workers and the public. St. Tammany Parish Library complies with the Federal Drug Free Work Place Act.

In making application for employment, I give permission for and understand that St. Tammany Parish Library will make a request for a background check on me regarding criminal history information, to be done by the Louisiana State Police or an equivalent inquiry to a federal law enforcement agency.

I understand that St. Tammany Parish Library has the right to terminate the employment relationship at any time during my probationary period with or without cause and with or without notice.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date