



SENATE HUMAN RESOURCE SERVICES

P.O. Box 94183
Baton Rouge, LA 70804

APPLICATION FOR SESSION EMPLOYMENT

Today's Date: _____

General Information – *print*

must be 16 to apply

Name (Last)	(First)	(Middle)
Address (Mailing)	City	State, Zip
Email Address	Cell Phone	Last 4 digits of SSN:

POSITION SOUGHT

<input type="checkbox"/>	Page	<input type="checkbox"/>	Aide	<input type="checkbox"/>	Bureau Attorney	<input type="checkbox"/>	Bureau Law Clerk
<input type="checkbox"/>	Proofreader	<input type="checkbox"/>	Sergeant-at-Arms	<input type="checkbox"/>	Security	<input type="checkbox"/>	Security - CSA
Other (Please list):							

Did a Senator sponsor you? YES NO	If so, who?	
Have you worked for the Senate before? YES NO	If yes, when and what position?	
Do you have any relatives who are members of the Legislature or employed by the Senate? YES NO	If yes, please specify:	
Date Available to start:	Are you 16 or older? YES NO	Are you 18 or older? YES NO

EDUCATION

High School

Name and Location	Number of years completed	General Education or Field of Study	Degree, Diploma, License or Certificate (list type and date)
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College or University

Name and Location	Major:	Degree Received	If yes, what type
	Minor:	YES NO	

Law School (if applicable)

Name and Location	No. of Years	Dates Attended
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WORK EXPERIENCE

(Most Recent)

Employer	From (Month/Year)	To (Month/Year)
Address	City	State/Zip
Phone	Job Title	Salary
Job Duties		Hours Per Week
		Supervisor
Reason for Leaving		May we contact them? YES NO

Have you ever been discharged or forced to resign from any position?		YES NO
Are you currently employed by any state entity?	If yes, please explain	
YES NO		
Do you currently hold a public office or position?	If yes, describe the nature of the office or position	
YES NO		

APPLICANT'S STATEMENT

I authorize the Senate or its designees to investigate all statements contained in this application. I also authorize and request any and all former employers (except as specified above) and any other persons, firm, or corporation to furnish any and all information requested by the Senate or its designees concerning my job performance, suitability for employment, job qualifications, and personal background, and I hereby release each such employer or other person, firm, or corporation from any and all liability by reason of furnishing the requested information. In addition, if I should be employed by the Senate, I expressly authorize the Senate to release information about my job performance, job qualifications, and suitability for employment to any person who may request such information either during my employment or after my employment terminates, and I expressly release the Senate from any liability for disclosing such information.

I understand that the Senate follows an "employment at will" policy, in that I or the Senate may terminate my employment at any time, or for any reason with or without cause, consistent with applicable state or federal law. I understand that this application is not a contract of employment. I understand that federal law prohibits the employment of unauthorized aliens; all persons hired must submit satisfactory proof of employment authorization and identity.

I understand that any misrepresentation or omission of fact contained in this application is cause for my rejection or immediate dismissal if I should become employed. I also understand and agree that, if I should become employed, my employment with the Senate is for no definite time period and may be terminated at any time. Finally, I understand that the completion of this employment application does not indicate that there are positions available and does not obligate the Senate to offer me a position if positions are available.

I understand that this application will be active for a period of one year; after that time, if I wish to be considered for employment, I must submit a new application.

I certify that the information provided is true and accurate.

Print

Signature

Date

RETURN THIS APPLICATION TO:
Louisiana Senate Human Resource
P.O. Box 94183
Baton Rouge, LA 70804
Fax: (225) 342-8340 or
Email: SenateHumanResources@legis.la.gov