



# Bossier Parish Libraries

A Department of Bossier Parish Police Jury  
 4915 Shed Road  
 Bossier City, LA 71111  
 (318) 746-8072

## APPLICATION FOR EMPLOYMENT

Position you are applying for: \_\_\_\_\_

Date available: \_\_\_\_\_

PERSONAL INFORMATION			
First Name	Middle	Last Name	
Address	City	State	Zip
Home Phone	Work, Message or Cell Phone Number		
Social Security Number	Will you accept part-time work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will you accept seasonal work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Email Address	Will you accept night/weekend work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Will you accept full-time work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If offered employment, will you be able to submit verification of your legal right to work in the U.S.?  
 Yes  No

Have you ever worked for the Bossier Parish Police Jury/Library before?  Yes  No

If yes, when? \_\_\_\_\_

Where did you hear about this job opening? \_\_\_\_\_

Are you related to any person working for the Bossier Parish Police Jury/Library?  Yes  No

If yes, please list their name(s), their department(s), and your relationship(s) to them:  
 \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No

If yes, please explain below (to include the date and nature of the conviction): \_\_\_\_\_

EDUCATION				
School Name	Location	Years Attended	Degree Received	Major

\*\*The Bossier Parish Police Jury is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability or other characteristics prohibited by law. \*\*Please note: The Bossier Parish Police Jury requires pre-employment drug testing (and criminal background/motor vehicle checks in certain departments) once a conditional job offer is made.

**PREVIOUS EMPLOYMENT**

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
City State Zip

Employer Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed:  
\_\_\_\_\_  
\_\_\_\_\_

Employment type: (full-time, part-time, seasonal, or other): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
City State Zip

Employer Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed:  
\_\_\_\_\_  
\_\_\_\_\_

Employment type: (full-time, part-time, seasonal, or other): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Employer: \_\_\_\_\_ Dates Employed: \_\_\_\_\_

Employer Address: \_\_\_\_\_  
City State Zip

Employer Phone: \_\_\_\_\_

Position Held: \_\_\_\_\_

Duties Performed:  
\_\_\_\_\_  
\_\_\_\_\_

Employment type: (full-time, part-time, seasonal, or other): \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

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**KNOWLEDGE, SKILLS, & ABILITIES**

Public Service Work & Skills: \_\_\_\_\_  
\_\_\_\_\_

Clerical Work & Skills: \_\_\_\_\_  
\_\_\_\_\_

Computer Work & Skills: \_\_\_\_\_  
\_\_\_\_\_

Other experiences, skills, or qualifications that you feel would qualify you for the position you are seeking:  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGMENT**

I certify the information I have entered on this form is true to the best of my knowledge. I understand if I conceal or enter false information on this form, my name may be removed from consideration for a job, or I may be removed from my job, if hired. I understand the information in this application may be released in an authorized investigation. I agree that the Bossier Parish Police Jury, or its agents, may contact current or former employers or other persons who know me in order to obtain additional information. I also understand and agree that no representative of the Bossier Parish Police Jury has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative. This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) or other relevant federal and state laws.

\_\_\_\_\_  
Applicant's Signature Date

Please mail Application, Resume & Cover Letter to:  
Hiring Manager  
4915 Shed Road  
Bossier City, LA 71111

OR

Email Application, Resume & Cover Letter to:  
AdminHR@bossierlibrary.org

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