

CAMERON PARISH SCHOOL BOARD

Charles Adkins, Superintendent
510 Marshall Street
Cameron, LA 70631
Phone: 337-775-5784 Fax 337-775-5097
www.camsch.org

Application for School Bookkeeper

Date: _____

Name of School to which you are applying: _____

Please complete in ink

Name _____

 Last First Middle Maiden

Mailing Address: _____

City, State, Zip: _____

Social Security #: _____ Phone #: _____

Date of Birth: _____

Have you earned a high school diploma? Yes _____ No _____

What school granted the diploma? _____ When was the diploma earned? _____

Did you earn a degree? _____ When did you earn a degree? _____

What were your major/minor areas? _____ When did you attend? _____

How many semester hours did you complete? _____

What was the name and address of your present employer? _____

Record of Work Experience: (Attach Extra Sheet If Necessary)

Employer	Position	Dates	Address

Have you ever been convicted of a Felony? Yes _____ (explain below) No _____

Have you ever been charged/convicted of an offense against the law? Yes _____ (explain below) No _____

Have you ever plead nolo contendere to crimes outlined in state law? Yes _____ (explain below) No _____

You may omit: (1) traffic violation other than conviction for driving intoxicated, and (2) any offense committed before your 17th birthday which was finally adjudicated in a juvenile court or under a Youth Offender law).

Are you now under charges for any offense against the law? Yes_____ (explain below) No_____

Are you currently on probation for any offense against the law? Yes_____ (explain below) No_____

I certify the above answers to be true and correctly recorded, and it is further understood that false statements will be grounds for termination.

Signature of Applicant

Date

Note: This application will be retained for 1 year.

CAMERON PARISH SCHOOL BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

CAMERON PARISH DRUG FREE WORKPLACE POLICY

YOU ARE HEREBY NOTIFIED that is a violation of the policy of the Cameron Parish School Board for any employee to unlawfully manufacture, distribute, dispense, possess or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance, as defined in Schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 CFR 1308.11 through 1308.15.

“Workplace” is defined as the site for the performance of work done in connection with an activity under the auspices of the School Board. That includes a school building or other school premises; any school-owned vehicle or any other school-approved vehicle used to transport students to and from school or school activities; off-school property during any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the School Board.

YOU ARE FURTHER NOTIFIED that it is a condition of your continued employment that you will comply with the policy of the School Board and will notify your supervisor of your conviction of any criminal drug statute for a violation occurring in the workplace, no later than five (5) days after such conviction.

Any employee who violates the terms of the School Board’s drug-free workplace policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the Board.

Sanctions against employees, including non-renewal, suspension and termination shall be in accordance with administrative regulations and procedures as prescribed in Section GBK and related sections of the Cameron Parish School Board Policy Manual.

I, _____, have read the above and understand that a copy will be placed in my personnel folder.

Signature

Date