2026

First Parish Court for the Parish of Jefferson

924 David Drive, Metairie, LA 70003 504.736.8903

APPLICATION FOR EMPLOYMENT

Date: _____, ***20*** ____

Name:	***SSN Last 4#:***
(Last) (First) (Middle)	
Address:	
City/State/ZIP Code:	***Email:***
Home Phone: **( )**	***Cell Phone:*** **( )**
Emergency Contact Name:	***Relationship to You:***
Emergency Contact Phone: **( )**	

Are you 18 years of age or older? **Y☐ N☐**
Are you either a U.S. citizen or an alien authorized to work in the United States? **Y☐ N☐**
Have you ever applied with First Parish Court before? **Y☐ N☐**
Do you require any special accommodations in your work environment? **Y☐ N☐**
If yes, what kind of accommodations are needed? _____
Have you ever been convicted of a felony, or have any pending felony charges? **Y☐ N☐**
If yes, when and where? _____
If yes, what is the disposition of the matter(s)? _____
Are you registered to vote? **Y☐ N☐**
In addition to English, what languages can you speak? _____
Are you now or have you been a member of the United States Armed Forces? **Y☐ N☐**
Please provide branch, location, and years of service. _____
For which position are you applying and what are your salary expectations? _____

EDUCATION

	Name & Location	***Years Attended***	***Did you graduate?***	***Subjects Studied***
College or University				
Trade, Business, etc.				
High School				

PREVIOUS EMPLOYMENT

	Name, Address, & Telephone # of Employer	*Years Employed*	*Salary*	*Position*	*Reason for Leaving*
1.					
2.					
3.					
4.					

Are you employed now? **Y** ☐ **N** ☐ *If so, may we inquire of your present employer?* **Y** ☐ **N** ☐ *Provide current supervisor's name, position, and telephone number:*

_____

******Please attach a current resume.******

REFERENCES

	Name, Address, & Telephone of Reference	*Years Acquainted*	*Relationship*	*Business*
1.				
2.				
3.				
4.				

I certify that the information provided in this application is true and complete, and I understand that any false information provided by me on this application shall be grounds for dismissal.

I authorize an investigation of all information provided by me. I authorize the references listed above to give you information concerning my previous employment, and any other pertinent information they may have, and I release all parties from liability for damages that may result from furnishing information to you.

I understand and agree that, if hired, my employment is for no definite period and, that I may be terminated at any time without prior notice.

I agree that, if hired, I will adhere to the policies established by First Parish Court, including those in the Employee Policy Manual of First Parish Court.

Signature: _____ **Date:** _____**, 20** _____