

Request for Information on Present/Former School Employee

Previous Employer: _____

APPLICANT: _____

Supervisor: _____

SS#: _____ DOB: _____

Address: _____

DATES OF EMPLOYMENT: _____ TO _____

City/State/Zip Code: _____

POSITION HELD: _____

TO THE APPLICANT: Please fill in the portion of this form above. Print the name and mailing address of the Supervisor of Personnel of your last/previous employer. Print your full name, social security number, date of birth, date of employment and position held. Sign and date under Authorization for Release of Information.

AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize the above-named employer to provide any and all information requested on the Request for Information Form. I waive any privilege pertaining to the furnishing of such information. I further hold the employer harmless from any liability associated with the disclosure of personal information and employment records to the TERREBONNE PARISH SCHOOL BOARD. *I authorize the disclosure of information from any current or previous employer of mine, if such employer is/was a city, parish, or other local school board, relative to all instances of sexual misconduct with students committed by me, if any, as per Louisiana Revised Statute 14:91.2, 2006. I expressly give consent for the release of such information from any school employee and/or teacher personnel filed maintained with respect to me. I release my current or previous employer, if employer is/was a city, parish, or other local school board, and any employee acting on behalf of such employer from any liability for providing any information relative to all instances of sexual misconduct with students committed by me, if any.

I UNDERSTAND THAT I WILL BE HIRED ON A CONDITIONAL BASIS PENDING THE REVIEW OF ANY INFORMATION OBTAINED. *

SIGNATURE OF APPLICANT

DATE

TO THE EMPLOYER: Please complete and return this form within ten (10) days of the above mailing date.

The above-named individual has applied for employment with the TERREBONNE PARISH SCHOOL BOARD. The applicant has listed you as his/her last/previous employer. The applicant has authorized above a RELEASE OF INFORMATION into his/her background and has WAIVED any privilege pertaining to the furnishing of such information to the Terrebonne Parish School Board. PLEASE REPLY IMMEDIATELY, AS DELAYS MAY PREVENT THE TIMELY PROCESSING OF THE APPLICANT'S APPLICATION.

1) Person supplying information on behalf of employer: Name: _____ Position: _____

2) Dates the above named applicant was employed by you: From _____ to _____. Based on your knowledge of this applicant and the work he/she performed, would you ever rehire this applicant if a position were available?

YES _____ NO _____ If NO, please explain, (using a separate piece of paper, if necessary): _____

3) Please state the reason for applicant's separation from his/her employment with you:
Reduction in force _____ Fired for cause _____ Resignation _____ Other _____

a) If "Fired for cause," please describe the cause for termination using a separate sheet, if necessary: _____

b) If employee resigned, please advise whether the resignation was due to alleged misconduct, or if charges were pending against the employee, and if so, please explain the nature of the alleged misconduct or charges: _____

c) If "Other," please explain _____

4) From your knowledge, do you believe this applicant to be trustworthy? YES _____ NO _____ If NO, please explain: _____

TO YOUR KNOWLEDGE, HAS THE ABOVE NAMED APPLICANT EVER BEEN: (Please check YES or NO. For any YES answers, please explain below in "Personal Comments.")

- YES _____ NO _____ Terminated, suspended, or otherwise disciplined while employed by you?
- YES _____ NO _____ Arrested for or been convicted of a criminal offense other than minor traffic offenses?
- YES _____ NO _____ Accused of any immoral conduct involving students in your school system?

PERSONAL COMMENTS: _____

SIGNATURE: _____ PARISH DATE: _____
(Supervisor of Personnel)

PLEASE RETURN TO: Supervisor of Personnel, Terrebonne Parish School Board, P. O. Box 5097, Houma, LA 70361