



# Cooperative Extension Faculty Employment Application

## GENERAL EMPLOYMENT REQUIREMENTS

**General minimum educational requirements.** For extension faculty positions, these are:

- An undergraduate degree with an overall grade-point average of at least 2.5 (all GPA requirements based on a 4.0 system) and a 3.0 for graduate work attempted, if any, **or**
- A masters degree with an overall grade-point average of at least 3.0 **or**
- A *current* grade-point average of at least 3.0 on at least 12 hours of graduate credit

These are the *minimum* educational requirements for faculty employment. More specific and/or stringent requirements may be established for individual job titles or positions. For any individual position for which an applicant applies, he/she must meet the specific requirements established for that position.

**Supporting Application Materials.** In addition to submitting an application form, the following materials must be submitted. They may be submitted with the application or separately, but your application form cannot be acted upon until they are received.

1. Transcripts from **all** colleges and universities attended reflecting **all** coursework attempted. These need not be *official* copies, however, if a job offer is made, *official* copies will be a condition of employment. All transcripts must be in English or accompanied by a notarized English translation.
2. Two letters of recommendation from former employers, supervisors, colleagues, or instructors (can be from the same persons identified as references in Section E of this form).

The application must include a U.S. mailing address.

**Obtaining Position Vacancy Announcements.** Announcements can be accessed through the *Employment* section of the LSU AgCenter web site at [www.lsuagcenter.com](http://www.lsuagcenter.com) that is updated weekly.

**Application Update Procedure.** Accepted applications remain on file one year. To apply for any specific position, we must have an application that is no older than one year from the position's application deadline. The LSU AgCenter reserves the right to require an updated application at any time and *you* may elect to update your application at any time. These procedures help ensure that employment decisions are based on current information. We appreciate your cooperation.

**Elimination of Applications from Consideration.** The application of an individual who does not meet the requirements established above will be eliminated from consideration. Additionally, the Director of the Louisiana Cooperative Extension Service may eliminate applicants from consideration when the elimination is based on justified reasons such as consistently poor interviews, failure to report for scheduled interviews, etc.

**Accommodations Under Federal/State Laws:** If you require special application procedures or accommodations, you must submit a written request that must be received on or before the application deadline for the position you wish to be considered for. You may attach the request to this application form or send it separately.

**Should you have any questions regarding these instructions, please call our office at 225/578-5972.**



# Cooperative Extension Faculty Employment Application

**Please read all instructions carefully before completing. Typed forms are preferred.**

If you meet general employment requirements and provide the supporting documents requested below, your application will be accepted and placed on file. Placing your application on file is a convenience for you and the AgCenter, however, it does **not** mean you are being considered for each vacancy. In order to be an applicant for a vacancy, you must qualify for that specific position and submit a **letter of application** by the deadline specified on the position vacancy announcement. In addition to this form, you must provide the following:

1. Transcripts from **all** colleges and universities attended reflecting **all** coursework attempted. *Official* copies are not required; however, if a job offer is made, *official* copies will be a condition of employment.
2. Two letters of recommendation from former employers, supervisors, colleagues, or instructors. These can be from the same persons identified as references in Section E of this form.

## A. PERSONAL DATA

<b>Name (Last)</b>	<b>(First)</b>	<b>(Middle)</b>	<b>Social Security Number</b>
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<b>Address for receiving mail and announcements (U.S. Addresses only)</b>	<b>Permanent Address (if different)</b>
<b>Street:</b>	<b>Street:</b>
<b>City/State/Zip:</b>	<b>City/State/Zip:</b>
<b>Telephone: (    )</b>	<b>Telephone: (    )</b>
<b>Email address:</b>	

**Are you lawfully authorized to work in the United States?** Yes \_\_\_\_\_ No \_\_\_\_\_

Any offer of employment is contingent upon satisfactory completion of an Employment Eligibility Verification Form (known as Form I-9). By completing this form, the employee attests under penalty of perjury that he/she is either a U.S. national or an alien lawfully authorized to work in the U.S. The employee must also provide evidence of his/her identify and employment eligibility. The types of evidence that are acceptable are specified on the I-9 form that is provided to the employee at the time of hire. A copy can also be obtained from the AgCenter HRM Office by calling 225/578-5972.

***Nepotism policy:*** Employees are prohibited from serving in a direct or line supervisory capacity over family members.

## B. EDUCATIONAL HISTORY

High School Attended:	Location:		Graduation Date:
Name and Location of all Colleges and Universities Attended	Dates Attended	Degree Conferred	Major
	-		
	-		
	-		
	-		
	-		

### C. EMPLOYMENT HISTORY

Complete this section carefully and completely. You are welcome and encouraged to attach a resume, however, you still must **fully complete** this form. The evaluation of your qualifications will depend largely on the type of duties you performed in previous employment. Failure to clearly give details may delay and even prohibit consideration of your application. **Begin with your first employment and continue to your most recent employment. It is important to indicate all of your professional employment and especially your most recent 20 years of employment.** Under "Description of Duties" include such items as the type of business/organization, supervisory duties, and specific tasks or technical aspects of your work. Duplicate and attach additional sheets if necessary.

1 Position Title:			Employment Dates: MM/YY - MM/YY
Name and Address of Employer:			Employer Telephone #:
Supervisor's Name:			Reason for Leaving:
May we contact this ( )Yes employer for reference? ( )No	Hours Worked Per Week: _____	Last Salary: /yr.	
Description of Duties:			

2 Position Title:			Employment Dates: MM/YY - MM/YY
Name and Address of Employer:			Employer Telephone #:
Supervisor's Name:			Reason for Leaving:
May we contact this ( )Yes employer for reference? ( )No	Hours Worked Per Week: _____	Last Salary: /yr.	
Description of Duties:			

<b>3 Position Title:</b>			<b>Employment Dates:</b> MM/YY - MM/YY
<b>Name and Address of Employer:</b>			<b>Employer Telephone #:</b>
<b>Supervisor's Name:</b>			<b>Reason for Leaving:</b>
<b>May we contact this ( )Yes employer for reference? ( )No</b>	<b>Hours Worked Per Week: _____</b>	<b>Last Salary: /yr.</b>	
<b>Description of Duties:</b>			

<b>4 Position Title:</b>			<b>Employment Dates:</b> MM/YY - MM/YY
<b>Name and Address of Employer:</b>			<b>Employer Telephone #:</b>
<b>Supervisor's Name:</b>			<b>Reason for Leaving:</b>
<b>May we contact this ( )Yes employer for reference? ( )No</b>	<b>Hours Worked Per Week: _____</b>	<b>Last Salary: /yr.</b>	
<b>Description of Duties:</b>			

**D. OUTSTANDING PERSONAL/PROFESSIONAL ACCOMPLISHMENTS AND AWARDS**

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**E. REFERENCES.** Please provide three (3) references. Note that references usually are not contacted until the interview process for a specific job.

<b>1. Name:</b> Address: City:	<b>Relationship:</b> State:      ZIP:      Phone:      /
<b>2. Name:</b> Address: City:	<b>Relationship:</b> State:      ZIP:      Phone:      /
<b>3. Name:</b> Address: City:	<b>Relationship:</b> State:      ZIP:      Phone:      /

*It is important that employment decisions be based on complete and up-to-date information. Now that you have completed this application, please review it to ensure that you have included all relevant details.*

<p>I hereby certify that all information provided in this application is true. I understand and agree that any false statement herein may cause forfeiture of all my rights to employment.</p> <p>SIGNATURE _____ DATE _____</p>
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*Please return this completed form to:*

LSU Agricultural Center  
Human Resource Management Office  
Post Office Box 25203  
Baton Rouge, LA 70894-5203

**SUPPLEMENT TO EXTENSION  
FACULTY EMPLOYMENT APPLICATION**

**Voluntary Information**

<b>NAME</b>	(Last)	(First)	(Middle)	<b>Sex*</b>	<b>Race*</b>
<b>DATE OF BIRTH</b>		<b>BIRTH LOCATION (City and State)</b>			
Have you ever served in the Armed Forces? ( )YES ( )NO				<b>Branch:</b>	<b>Dates:</b>
Service Number _____					
Do you receive an annuity under the Federal Civil Service Retirement Act? ( )YES ( )NO					
Do you receive any other type of federal annuity? ( )YES ( )NO					
If yes, please describe below.					
How did you learn about this position?					

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

*\*This information is used for federal report purposes.*