

D

APPLICATION FOR EMPLOYMENT

Please answer all questions which apply to you. If they do not apply, mark them N/A. Please print, type or write legibly.

LAST NAME <i>Hayes</i>	FIRST NAME <i>Lucille</i>	MIDDLE NAME
COMPLETE MAILING ADDRESS	CITY	COUNTY
HOME PHONE NUMBER <i>501 352-5357</i>	WORK PHONE NUMBER <i>501 447-5608</i>	MESSAGE OR OTHER PHONE NUMBER

Position(s) for which you are applying (give title(s) and position number(s), if known):

1. *Custodian*
2. _____
3. _____
4. _____

EMPLOYMENT STATUS SECTION

Will you accept employment anywhere in the State? Yes No

If no, where would you accept employment? _____

Will you accept any type of employment? Yes No

If no, check which type(s) of employment you will accept. Full Employment Part Time Temporary

Have you ever filed an application for employment with this agency? Yes No

If yes, what was your name at that time? _____

Have you ever been employed by Arkansas State Government? Yes No

List professional license(s) relevant to position(s) for which you are applying. Give type of license, license number, date of expiration, and state. _____

May we contact your current employer? Yes No

May we contact your former employer(s)? Yes No

EDUCATIONAL HISTORY

HIGH SCHOOL	Received:	If None, Highest Grade Completed ____
	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> G.E.D. <input type="checkbox"/> Certificate: Type Awarded: _____	

List below post secondary schools, colleges, universities, trade/vocational, or others attended:

Name and Location	From		To		Major/Minor	Hours Completed (See note below)	Degree/ Diploma Awarded	Date Graduated
	Mo.	Yr.	Mo.	Yr.				
<i>DeWitt High School</i>							<i>Diploma</i>	<i>1975</i>
<i>University of AR Pine Bluff</i>		<i>75</i>		<i>76</i>				

Note: For hours completed indicate whether semester hours, quarter hours, clock hours, etc.

WORK HISTORY

List all prior work experience, including military service, beginning with your most recent employment. (Include all work experience even if you do not believe that experience to be related to the position or positions for which you are applying.) You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

1. Current or most recent employer <u>LR School District</u>		Business phone number <u>501 447-1000</u>		Employment dates	
Complete mailing address <u>1801 Markham St</u>		City <u>Little Rock</u>	State <u>AR</u>	Zip Code <u>72201</u>	From <u>12 Month</u>
Type of business				To <u>Month</u> <u>Year</u>	
Supervisor's name <u>MR John Blaylock</u>				Average hours worked	
Name under which employed <u>Lucille Hays</u>		Your job title <u>Lead Custodian</u>		per week _____	
Your job duties (be specific)				Salary	
<u>Bathroom Cleaning</u>				\$ _____ \$ _____	
<u>Yard work</u>				Lowest Highest	
<u>Strip Floors - put finish on floors</u>					
<u>Buff Floors - High Speed Buffers - Propane Buffers</u>					
<u>Clean Classrooms</u>					
Reason for leaving					

2. Employer		Business phone number		Employment dates	
Complete mailing address		City	State	Zip Code	From _____
Type of business				To _____	
Supervisor's name				Average hours worked	
Name under which employed		Your job title		per week _____	
Your job duties (be specific)				Salary	
				\$ _____ \$ _____	
				Lowest Highest	
Reason for leaving					

3. Employer		Business phone number		Employment dates	
Complete mailing address		City	State	Zip Code	From _____
Type of business				To _____	
Supervisor's name				Average hours worked	
Name under which employed		Your job title		per week _____	
Your job duties (be specific)				Salary	
				\$ _____ \$ _____	
				Lowest Highest	
Reason for leaving					

SPECIAL SKILLS

Typing Speed (corrected words per minute): _____

Stenographic Speed (words per minute): _____

Can you transcribe machine dictation? YES NO

List the business machines, computers and word processors you can operate:

List any other skills relative to the job(s) for which you are applying:

REFERENCES

■ Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

	Name	Address	Telephone
1.			
2.			
3.			

NEPOTISM

■ Do you have any relatives employed by the state agency to which you are submitting this application for employment? Yes No If yes, complete the remainder of this section.
 (This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)

Name	Relation	Agency employed by
Mrs. Rita Tacey		

■ Before you sign this application

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual.

I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.

I understand that if I state that I have a college degree, and do not have one, that my application will be rejected or, if hired, I will be terminated in accordance with Arkansas Code 21-12-102.

I understand that my application may be subject to disclosure as a public record under the Arkansas Freedom of Information Act.

I understand that certain jobs may require an acceptable driver's safety record, and that if my current or future driver's record is unacceptable under the State Driver's Risk Program, my application may be rejected and, if hired, I may be subject to termination.

I understand that I will be required to provide proof of eligibility to work in the United States pursuant to the Immigration Reform and Control Act of 1986 as a condition of any employment.

I understand that false, misleading, or incomplete statements could lead to my dismissal as an employee or rejection as an applicant.

I also understand that some jobs require special background checks, security clearance, or compliance with other specific agency hiring policies prior to my employment, or as a condition of employment; and that failure to meet these requirements may lead to my rejection as an applicant for, or termination from, that job.

I affirm that it is my genuine intent to seek, and if offered, employment in Arkansas State Government, and this application is submitted solely for that purpose and for no other purposes.

Luxelle Hayes 3/2/09
 Signature of applicant Date of signature

STATE OF ARKANSAS
University of Arkansas at Pine Bluff

DISCLOSURE REQUIREMENTS

Governor's Executive Order 98-04, Governor's Policy Directive #8, and ACA § 21-8-304 require that the following information be disclosed to be considered for employment with the State of Arkansas.

1 Are you one of the following:

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input checked="" type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

2 Are any of your relatives one of the following: (Relative is defined as husband, wife, mother, father, stepmother, stepfather, mother-in-law, father-in-law, brother, sister, stepbrother, stepsister, half-brother, half-sister, brother-in-law, sister-in-law, daughter, son, stepdaughter, stepson, daughter-in-law, son-in-law, uncle, aunt, first cousin, nephew, or niece).

- | | |
|---|--|
| <input type="checkbox"/> current member of the AR General Assembly? | <input type="checkbox"/> former member of the AR General Assembly? |
| <input type="checkbox"/> current constitutional officer? | <input type="checkbox"/> former constitutional officer? |
| <input type="checkbox"/> current state employee? | <input type="checkbox"/> former state employee? |

3 None of the above applies.

4 Certain family or business relationships may prohibit an agency from hiring you. If any block is checked in #1 or #2 above, you will be required to disclose additional information if you are selected for interview to determine whether your employment would be prohibited or would require approval. I understand, should I become an employee of the State of Arkansas, that I may be reprimanded or terminated for failing to disclose the required information or disclosing incorrect information.

I understand that, should I become an employee of the State of Arkansas, I will be required to disclose any benefit obtained from a state contract by a business in which I have a financial interest, pursuant to ACA §19-11-706, and will be subject to civil, criminal, and/or administrative remedies if I fail to report such benefits.

I understand that, should I become an employee of the State of Arkansas, I will be restricted both during and after state employment from certain activities concerning procurement and selling to the state, pursuant to ACA §19-1-709, and will be subject to civil, criminal, and/or administrative remedies if I violate any of these restrictions.

I also understand that as an employee of the State of Arkansas I am restricted from supervising or being supervised by a relative. If I am hired and it can be proven that I falsely disclosed information in gaining employment that I could be subject to criminal or civil penalties under ACA §25-16-1004 or §25-16-1005.


Signature

03/02/09
Date

APPLICATION FOR EMPLOYMENT

Please answer all questions which apply to you. If they do not apply, mark them N/A. Please print, type or write legibly.

LAST NAME Ticey	FIRST NAME Desiree	MIDDLE NAME C.
COMPLETE MAILING ADDRESS [REDACTED]	CITY [REDACTED]	STATE [REDACTED]
	ZIP CODE [REDACTED]	COUNTY [REDACTED]
HOME PHONE NUMBER 870-550-7972	WORK PHONE NUMBER	MESSAGE OR OTHER PHONE NUMBER

Position(s) for which you are applying (give title(s) and position number(s), if known):

1. Administrative Specialist III
2. _____
3. _____
4. _____

EMPLOYMENT STATUS SECTION

Will you accept employment anywhere in the State? Yes No

If no, where would you accept employment? _____

Will you accept any type of employment? Yes No

If no, check which type(s) of employment you will accept. Full Employment Part Time Temporary

Have you ever filed an application for employment with this agency? Yes No

If yes, what was your name at that time? _____

Have you ever been employed by Arkansas State Government? Yes No

List professional license(s) relevant to position(s) for which you are applying. Give type of license, license number, date of expiration, and state. _____

May we contact your current employer? Yes No

May we contact your former employer(s)? Yes No

EDUCATIONAL HISTORY

HIGH SCHOOL	Received:	If None, Highest Grade Completed _____
	<input checked="" type="checkbox"/> Diploma <input type="checkbox"/> G.E.D. <input type="checkbox"/> Certificate: Type Awarded: _____	

List below post secondary schools, colleges, universities, trade/vocational, or others attended:

Name and Location	From		To		Major/Minor	Hours Completed (See note below)	Degree/ Diploma Awarded	Date Graduated
	Mo.	Yr.	Mo.	Yr.				
University of Arkansas at Pine Bluff	8	03	5	09	Industrial Technology	176 Semester	B.S.	5/09/09

Note: For hours completed indicate whether semester hours, quarter hours, clock hours, etc.

WORK HISTORY

List all prior work experience, including military service, beginning with your most recent employment. (Include all work experience even if you do not believe that experience to be related to the position or positions for which you are applying.) You may include volunteer or unpaid work as part of your history; however, you should include the number of hours per week which you performed these duties. If you do not have enough space to list all your work experience, use a separate sheet for continuation. If you wish to include a resume instead of completing the work history section, make sure all the requested information is included.

1.	Current or most recent employer University of Arkansas at Pine Bluff		Business phone number 870-575-8801		Employment dates	
	Complete mailing address 1200 N. University Dr.		City Pine Bluff	State AR	Zip Code 71601	
	Type of business University Information Center				From 8 2008	To _____
	Supervisor's name Maple Finley				Average hours worked	
	Name under which employed Desiree C. Ticey		Your job title Receptionist		per week 40	
	Your job duties (be specific) Provide Customer Service by phone and in person				Salary	
	Issue university maps, parking decals, and visitor information about the State of Arkansas				\$ 13.00/hr \$ _____	
	Issue information about the various departments and majors of the University				Lowest Highest	
	Reason for leaving					
	2.	Employer Tyson Foods, Inc.		Business phone number 870-247-9127		Employment dates
Complete mailing address 5505 Jefferson Pkwy,		City White Hall	State AR	Zip Code 71602		
Type of business Poultry Distributor				From 12 08	To 04 09	
Supervisor's name DeWayne Morgan				Average hours worked		
Name under which employed Desiree C. Ticey		Your job title Deboner		per week 24		
Your job duties (be specific) Debone Chicken Breast				Salary		
				\$ 13.40/hr \$ _____		
				Lowest Highest		
Reason for leaving						
3.		Employer		Business phone number		Employment dates
	Complete mailing address		City	State	Zip Code	
	Type of business				From _____	To _____
	Supervisor's name				Average hours worked	
	Name under which employed		Your job title		per week _____	
	Your job duties (be specific)				Salary	
					\$ _____ \$ _____	
					Lowest Highest	
	Reason for leaving					

SPECIAL SKILLS

Typing Speed (corrected words per minute): 45 wpm
Stenographic Speed (words per minute): N/A
Can you transcribe machine dictation? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
List the business machines, computers and word processors you can operate:
Indicated on resume
List any other skills relative to the job(s) for which you are applying

REFERENCES

- Please list three (3) persons not related to you, who have knowledge of your work qualifications, are not previous or current employer(s), and can serve as a reference for you.

Name	Address	Telephone
1. Listed on resume		
2.		
3.		

NEPOTISM

- Do you have any relatives employed by the state agency to which you are submitting this application for employment? Yes No If yes, complete the remainder of this section.
(This question is being asked for the sole purpose of ensuring compliance with any applicable law or policy concerning nepotism.)

Name	Relation	Agency employed by
Rita A. Tacey	Mother	University of Arkansas at Pine Bluff

■ Before you sign this application

Check over your answers to make sure that all questions have been completed properly. If the job you are applying for requires a college degree or certification, a copy of your transcript, certificate, or license may be required as a condition of employment.

I, the below signed individual, hereby declare that, to the best of my knowledge and my ability, the information on this application is true and factual.

I understand that if I am hired, that my employment is not for any definite period of time, and I may be terminated at any time.

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I affirm that it is my genuine intent to seek, and if offered, employment in Arkansas State Government, and this application is submitted solely for that purpose and for no other purposes.

Signature of applicant

Besnee C. Tacey

Date of signature

6/16/09

DESIREE C. TICEY

(870)550-7972

Cticey_business@yahoo.com

OBJECTIVE

To obtain an internship or full time position that will allow me to grow and advance as well as expose me to new techniques in engineering through workshops and various assignments.

EDUCATION

Bachelor of Science, Industrial Technology

University of Arkansas at Pine Bluff, Pine Bluff, Arkansas

Expected May 2009

ACTIVITIES/HONORS

Treasurer, Zeta Phi Beta Sorority, Inc. 2007-2009

Chaplain, Mu Alpha Mu Honorary Choral Sorority 2007-2008

Member, National Society of Black Engineers 2006-Present

Member, UAPB Gospel Choir 2005-2007

Volunteered, Trinity Village Retirement Home 2003-2008

1st Place Research in the area of Arts and Science, Vannette Johnson Symposium

Ronald McNair Scholar 2006-2007

Social Chair, Sigma Alpha Iota Music Fraternity for Women 2008-2009

Chaplain, Vesper Choir 2007-2008

UAPB Student Leader 2003-2005

American Music Tour, Italy

Member, UAPB Vesper Choir 2004-2009

Student Exchange Program, Japan

SKILLS

Microsoft Word, PowerPoint, Excel, AutoCAD, Master Cam X2

RELEVANT COURSE WORK

Electronic Fundamentals

Engineering Graphics

Digital Electronics

Strength of Materials

Quality Control

Introduction to Manufacturing

Flexible Manufacturing Systems

Automation Production Systems

Electronic Devices

Advance Design

Ergonomics, Motions, & Time Study

Industrial Safety Management

Estimated Time Scheduling

Inventory Management

Computer Aided Manufacturing

EXPERIENCE

Deboner, Tyson, Pine Bluff, Arkansas

December 2008-April 2009

- Completed teamwork assignments
- Followed Safety Regulations
- Debone chicken breasts

Receptionist, UAPB Information Center, Pine Bluff, Arkansas

August 2008- Present

- Provide excellent customer service by phone and in person.
- Issue maps, parking permits, and monitor and operate switch board system
- Issue information about the various departments and majors of the University
- Followed electronic filing procedures.
- Maintained confidential files and control access to Administration gate

REFERENCES

Louis B. Perkins

4709 Stevens Dr.

Pine Bluff, AR 71601

(870)575-8675

Ms. Lucille Avery

6905 W. 32nd

Little Rock, AR 72202

(501)352-5257

DeWayne Morgan

5505 Jefferson Pkwy.

White Hall, AR 71602

(870) 247-9127