

APPLICATION FOR EMPLOYMENT

CALCASIEU PARISH POLICE JURY

1015 Pithon Street
P.O. Drawer 3287
Lake Charles, Louisiana 70602-3287
www.cppj.net/jobs

NAME: _____

POSITION: _____

DATE: _____ / _____ / _____

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, ancestry, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For	Date of Application
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How Did You Learn About Us?

Parish Website
 Advertisement
 Relative
 Inquiry
 Job Fair
 Employment Agency
 Friend
 Other _____

Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number(s)	Email Address		

Best time to contact you at home is: :_____ ^{AM}/_{PM}

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Have you ever filed an application with us before? Yes No
If Yes, give date _____

Have you ever been employed with us before? Yes No
If Yes, give date _____

Do any of your relatives work here? Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?
Proof of citizenship or immigration status will be required upon employment Yes No

Date available for work ____/____/____ What is your desired salary range? _____

Are you available to work:
 Full-Time
 Part-Time
 Temporary (please indicate dates available ____/____/____ - ____/____/____)

Are you currently on "lay-off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Have you been convicted of a felony within the last five years? Yes No
A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, creed, gender, national origin, ancestry, age, disability, marital or veteran status, or any other legally protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
Job Title		Supervisor			
Reason for Leaving					

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal race, color, religion, creed, gender, national origin, ancestry, age, disability, marital or veteran status, or any other legally protected status.

ADDITIONAL INFORMATION

SPECIALIZED SKILLS (LIST SKILLS/EQUIPMENT OPERATED)

Computer Skills:	Production/Mobile Machinery (list):	Other (list):
Typing WPM _____	_____	_____
Software programs (list): _____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 90 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

As a condition of my employment, I agree to submit to a criminal background check, driving record check, drug screen, and/or physical and to have the results reviewed by the Director of Human Resources. I understand that my employment with the Calcasieu Parish Police Jury is contingent upon satisfactory results of these screenings.

IMPORTANT - Checking this box constitutes an electronic signature.

Signature of Applicant

Date

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given. ___ YES ___NO

REFERENCES

1.	()	Phone #
	(Name)	
	(Address)	
2.	()	Phone #
	(Name)	
	(Address)	
3.	()	Phone #
	(Name)	
	(Address)	



Calcasieu Parish Police Jury
Department of Human Resources
NEPOTISM QUESTIONNAIRE

The Calcasieu Parish Police Jury recognizes the desire of employees to assist relatives in seeking employment. However, to comply with statutory requirements and the Parish's nepotism policy, the following information is requested on your family relationships and/or domestic partners, if any.

Note: The Calcasieu Parish Police Jury cannot hire immediate relatives of any Police Juror and/or the Parish Administrator.

For the purposes of this questionnaire:

Relatives are defined as spouses, children, children of spouses, spouses of children and stepchildren, brothers, sisters, parents, parents of the spouse, brothers-in-law, sisters-in-law, aunts, uncles, nieces, nephews, and first cousins.

Domestic Partners are defined as individuals who reside in the same household and are involved in a relationship, often holding themselves out to the public as marital partners, but who are not legally married.

APPLICANT'S LAST NAME _____ FIRST _____

- 1.) Are you related to any Calcasieu Parish Police Juror? YES NO
 If yes, give name and relationship? _____

- 2.) Are you related to the Parish Administrator? YES NO
 If yes, what relationship? _____

- 3.) Are you related to ANY employee working for ANY department of the Calcasieu Parish Police Jury? (For example: Public Works, Animal Control, Finance) YES NO

If yes, give name of relative, relationship, and department or office your relative works for?

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>DEPARTMENT/OFFICE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above is correct and true.
Important - Checking this box
constitutes an electronic signature.

 APPLICANT'S SIGNATURE

 DATE



Calcasieu Parish Police Jury
Department of Human Resources
P.O. Drawer 3287 Lake Charles, Louisiana 70602
337/721-3520 • FAX: 337/437-4166

Affirmative Action Data Record

We consider all applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. We also comply with all applicable laws governing employment practices and do not discriminate on the basis of any unlawful criteria.

The purpose for this Data Record is to comply with government record keeping, reporting, and other legal requirements. Periodic reports are made to the government on the following information. The completion of this Data Record is optional. If you choose to volunteer the requested information please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or personnel file. Please note: YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

(Please Print)

Last Name			First Name			Middle Name		
Address		Number	Street	City	State	Zip Code		
Telephone Number(s)				Social Security Number			Date	

REFERRAL SOURCE:

- Employee School Relative Private Employment Agency
 Friend Walk-in Government Employment Agency Other _____
 Advertisement & Source _____

Check One: Male Female

Check One of the Following: (Ethnic Origin)

- White Hispanic American Indian/Alaskan Native
 Black Other Asian/Pacific Islander

Check If Any of the Following Are Applicable

- Vietnam Era Veteran Disabled Veteran Disabled Individual

Birthdate: _____