

Application For Employment

CONCORDIA PARISH POLICE JURY
4001 CARTER ST, RM. 1
VIDALIA, LA 71373

AN EQUAL OPPORTUNITY EMPLOYER

It is our policy to comply fully with all federal, state and local equal employment opportunity laws. This organization provides equal employment and advancement opportunities for all persons regardless of race, creed, sex, national origin, age, religion, disability, marital status, sexual orientation or any other classification protected by law.

The following policy decisions of the Concordia Parish Police Jury are recorded for information and guidance of applicants.

1. All prospective employees must have a physical examination before being employed.
2. Notice of Legal garnishment proceedings against a Police Jury employee wages may be cause for dismissal.
3. All applicants driving records will be checked.
4. The Police Jury has a drug-free workplace policy and any Police Jury employee may be picked at random at various times to be tested for drug use or may be requested to take a lie detector test.
5. This application will be on file in the Concordia Parish Police Jury Office for a period of six months, at which time, it will be discarded unless the applicant returns to update the application.
6. If hired, you will be required to perform all functions as directed by your Supervisor. The task may be outside your direct position. Your Supervisor has the ultimate authority to add to the job duties that best meets the needs of the Parish as he/she sees fit.

NAME: _____

POSITION APPLIED FOR: _____

DATE: _____

MAINTENANCE UNIT APPLICANTS (ROADS, DRAINAGE, ETC...)

**CHECK THE TYPES OF VEHICLES YOU ARE QUALIFIED, THROUGH
EXPERIENCE OR TRAINING, TO OPERATE.**

Light Truck____ Dump Truck____ Heavy Truck____
Tractor____ Light Equipment ____ Heavy Equipment____
Gradall____ Motor Grader____ Trackhoe____

CLERICAL APPLICANTS

**MUST BE ABLE TO LIFT 30 POUNDS OR MORE, TYPE AT LEAST 50 WPM,
OPERATE MICROSOFT OFFICE AND QUICKBOOKS, OR HAVE A
COMPETENT KNOWLEDGE OF THE ABOVE PROGRAMS.**

Please list any specialized skills:

How Many WPM (at your last timed writing):

What Computer Programs have you used:

What other office machines have you operated?

How many years experience do you have in Secretarial Work?

CONCORDIA PARISH POLICE JURY

4001 CARTER STREET, ROOM 1 Phone: 318-336-7151
 VIDALIA, LA 71373 Fax: 318-336-9915

Job Application

Personal Information

Last	First	MI	SSN#	Email		
Street Address		City	ST	Zip	Home Phone	Mobile Phone
Are you entitled to work in the United States? <input type="checkbox"/> yes <input type="checkbox"/> no			Are you 18 or older? <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, Date of Birth	
Have you been convicted of a felony or been incarcerated in connection with a felony in the past seven years? <input type="checkbox"/> yes <input type="checkbox"/> no			If yes, please explain:			
Military Service? <input type="checkbox"/> yes <input type="checkbox"/> no Branch			Are you a veteran? <input type="checkbox"/> yes <input type="checkbox"/> no		War	
What position are you applying for?			How did you hear about this position?			
** Provide copy of valid driver's license						
Expected Hourly Rate		Expected Weekly Earnings		Date Available		

Prior Work Experience

	Current or Most Recent	Prior	Prior
Employer			
Address			
City, State, Zip			
Telephone			
Name of Immediate Supervisor			
Dates of Employment	From To	From To	From To
Position/Job Title			
Pay			
Reason for Leaving			
May We Contact	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

	Name/Location	Last Year Complete	Degree	Major or Emphasis
High School		9 10 11 12		
College/University		1 2 3 4		
Trade School				
Other				
List any applicable special skills, training or proficiencies.				

Work Place

If related to anyone in our employ, state name, department and title

	Person 1	Person 2	Person 3
Name			
Department / Position			

Disclaimer - By signing, I hereby certify that the above information, to the best of my knowledge, is correct. I understand that falsification of this information may prevent me from being hired or lead to my dismissal if hired. I also provide consent for former employers to be contacted regarding work records.	Signature	Date
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