

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.

NAME _____

POSITION APPLIED FOR _____

Application for Employment

PERSONAL INFORMATION:

DATE: _____ PHONE NUMBER _____

NAME: _____

ADDRESS: _____

ARE YOU A CITIZEN OF THE UNITED STATES? _____

ARE YOU 18 YEARS OF AGE OR OLDER? _____

IF RELATED TO ANYONE IN OUR EMPLOY, STATE NAME AND
DEPARTMENT:

NAME: _____

DEPT: _____

REFERRED BY: _____

PHONE # _____

POSITION DESIRED: _____

DATE AVAILABLE: _____ **SALARY DESIRED:** _____

ARE YOU CURRENTLY EMPLOYED? _____

IF SO, MAY WE CONTACT YOUR PRESENT EMPLOYER? _____

PRESENT EMPLOYER: _____

ADDRESS: _____

PHONE NUMBER: _____

EDUCATION:

GRAMMAR SCHOOL: _____

LOCATION: _____

YEARS ATTENDED: _____ **DATE GRADUATED:** _____

HIGH SCHOOL: _____

LOCATION: _____

YEARS ATTENDED: _____ **DATE GRADUATED:** _____

COLLEGE: _____

LOCATION: _____

YEARS ATTENDED: _____ **DATE GRADUATED:** _____

TRADE, BUSINESS, OR CORRESPONDENCE: _____

LOCATION: _____

YEARS ATTENDED: _____ **DATE GRADUATED:** _____

EMPLOYMENT HISTORY:

| DATE: | Name & address of Employer | Salary: | Position | Reason for Leaving |
|--------------------------|----------------------------|---------|----------|--------------------|
| From: _____ To: _____ | | | | |
| From: _____ To: _____ | | | | |
| From: _____ To: _____ | | | | |
| From: _____ To: _____ | | | | |

REFERENCES:

| NAME | ADDRESS | BUSINESS | YEARS AQUAINTED |
|------|---------|----------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

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

**MUST BE ABLE TO LIFT 100LBS. OR MORE AND MUST PRODUCE
A COMMERCIAL DRIVERS LICENSE.**

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

Passenger Car_____ Light Truck_____ Medium Truck_____
Heavy Truck_____ Tractor_____ Heavy Equipment_____
Gradall_____ Motor Grader_____ Trackhoe_____

WHOM SHOULD WE CALL IN THE EVENT OF AN EMERGENCY?

Name:_____

Phone Number:_____

Address:_____

Relationship:_____

CLERICAL APPLICANTS

MUST BE ABLE TO LIFT 30 POUNDS OR MORE, TYPE AT LEAST 50 WPM, OPERATE WORD PERFECT, LOTUS 123, EXCEL, MICROSOFT WORD, 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? _____

WHOM SHOULD WE CALL IN THE EVENT OF AN EMERGENCY?

Name: _____

Phone Number: _____

Address: _____

Relationship: _____