

# APPLICATION FOR EMPLOYMENT

Plaquemines Parish  
Civil Service Department  
Post Office Box 836  
Belle Chasse, LA 70037

civilservice@ppgov.net  
Fax:(504)934-6089

Position Applying For \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS:** Please print clearly. Failure to supply requested information may result in your application being **REJECTED**. Answer every question truthfully, completely, and accurately. This information is needed to determine your employment eligibility. **Omitted, incomplete, false or misleading information may cause your application to be REJECTED.**

Name \_\_\_\_\_  
Last First Middle (Maiden)

Physical Address \_\_\_\_\_  
Street City State Zip Code

Mailing Address \_\_\_\_\_  
P. O. Box City State Zip Code

Current Home Phone No. \_\_\_\_\_ Current Cell Phone No. \_\_\_\_\_

Social Security No. \_\_\_\_\_ Current Email Address \_\_\_\_\_

Check box if you are under 18 years of age. [ ]

In case of an emergency or secondary contact, please notify \_\_\_\_\_  
(First and Last Name)

Contact's Phone Number \_\_\_\_\_

Relationship to Contact \_\_\_\_\_

Check Boxes interested in.  
[ ] Full-Time [ ] Part-Time

Have you ever worked for Plaquemines Parish before? [ ] Yes [ ] No

If "Yes" give dates and department \_\_\_\_\_

Are any of your records under another name? (This includes maiden and previously married names.) If so, please provide that name. \_\_\_\_\_

Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Class \_\_\_\_\_ Exp. Date \_\_\_\_\_

Are you a citizen of the United States? [ ] Yes [ ] No If "No", do you have a valid work permit? [ ] Yes [ ] No

**VETERAN'S PREFERENCE:** (Check appropriate box below, if applicable)  
[ ] Veteran [ ] Spouse of Deceased or Disabled Veteran  
[ ] Disabled Veteran [ ] Parent of Deceased or Disabled Veteran

# EMPLOYMENT RECORD

Additional information and/or resume' may be added on a separate page and attached to application.

Date From	Date To	Company Name, Phone Number, and Address of Employer	Job Title	Duties	Reason for Leaving
Mo. _____ Yr. _____	Mo. _____ Yr. _____	Company Name: _____ Phone Number: (_____) _____ Address: _____			
Mo. _____ Yr. _____	Mo. _____ Yr. _____	Company Name: _____ Phone Number: (_____) _____ Address: _____			
Mo. _____ Yr. _____	Mo. _____ Yr. _____	Company Name: _____ Phone Number: (_____) _____ Address: _____			
Mo. _____ Yr. _____	Mo. _____ Yr. _____	Company Name: _____ Phone Number: (_____) _____ Address: _____			

## EDUCATION

Name and Location of School	Years Attended		Major Subject Please circle all that apply
	From	To	
High School			Diploma / GED / None
Undergraduate School College or University			Associate's / Bachelor's / None Major:
Graduate School College or University			Master's / Ph. D. / None Major:
Trade School or Business School			Certificate / Diploma / License Other:

I have completed this application with the understanding that the information given is subject to verification by authorized agents of Plaquemines Parish. I authorize full investigation of statements made on this application and give my consent to the release of any information pertinent to this application. I understand that misrepresentation or omission of the facts called for hereon, receipt of unsatisfactory references or failure to pass a prescribed physical examination, including screening for controlled substances, shall be sufficient cause for rejection of this application or, if I shall have been employed, termination from employment. I understand and agree that my employment shall be probationary for a period of one hundred eighty (180) days. In the event I am employed, I agree to accept the employment conditions now existing, or established in the future, including changes of responsibilities, work duties, department or divisions. **INCOMPLETE APPLICATIONS WILL BE REJECTED.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

# NEPOTISM

Nepotism is commonly understood to mean preference of any sort given to relatives. To be in compliance with the State of Louisiana's Code of Governmental Ethics please list the members of your immediate family **that are currently employed by Plaquemines Parish Government.**

1. Children \_\_\_\_\_
2. Spouse of your children (Daughters-in-law & Sons-in-law) \_\_\_\_\_  
\_\_\_\_\_
3. Brothers and Sisters \_\_\_\_\_
4. Spouses of your Brothers & Sisters (Brothers-in-law & Sisters-in-law) \_\_\_\_\_  
\_\_\_\_\_
5. Parents \_\_\_\_\_
6. Spouse \_\_\_\_\_
7. Parents of your Spouse (Mother-in-law & Father-in-law) \_\_\_\_\_  
\_\_\_\_\_

# SHERIFF'S REPORT

APPLICANT INFORMATION: (Please complete. All information must be printed or typed.)

**Applicant's full name:** \_\_\_\_\_  
Last First Middle Maiden

Applicant's Signature: \_\_\_\_\_

Applicant's Social Security Number: \_\_\_\_\_

ID or Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Male

Female

# REQUEST FOR INFORMATION

## From Previous Employer

### Applicant's please sign and date

I hereby authorize all past employers and educational institutions to release information about my work history and education to **Plaquemines Parish Government** for use in determining my qualifications

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **\*FOR OFFICE USE ONLY\***

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/ Madam:

The below named individual has made application to Plaquemines Parish Government for a position as \_\_\_\_\_ and states the he/she was employed by you as \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

We appreciate your time in completing, in confidence, the information requested below. Enclosed is a business reply envelope for your convenience. Thank you for your courtesy.

Sincerely,

\_\_\_\_\_

Applicant: \_\_\_\_\_ Social Security No. \_\_\_\_\_

1. Employed from \_\_\_\_\_ to \_\_\_\_\_ as \_\_\_\_\_ at the wage or salary of \_\_\_\_\_.
2. Did he/she drive a motor vehicle for you?  Yes  No  
If yes, what type of motor vehicle? \_\_\_\_\_
3. Reason for leaving your employ:  Discharged  Resigned  Lay Off  
 Military Duty
4. Was his/her general conduct satisfactory:  Yes  No
5. Would you re-employ applicant in a suitable vacancy?  Yes  No
6. Applicant's Attendance Record:  Good  Fair  Poor

Signature: \_\_\_\_\_ Title: \_\_\_\_\_