Rapides Parish Police Jury

OFFICE OF RAPIDES PARISH CIVIL SERVICE



5610 COLISEUM BLVD, SUITE D ALEXANDRIA, LA 71303

(318) 473-6612 FAX: (318) 473-6698 EMAIL: rpcs@suddenlinkmail.com

CIVIL SERVICE USE ONLY Work Experience Y: M: TYPE Work Experience Valid Driver's License Degree / Transcript HS Dipl / Transcript HS Dipl Equiv / DD214 CPA / Notary / HazMat DNM / No Show / WDA

APPLICATION FOR EMPLOYMENT

NOTICE: Type or print in ink to complete this application. Resumes will not be accepted in lieu of this completed application. Incomplete applications will not be accepted. To avoid delays in processing give complete and accurate information.

Position applied for	or			An	nouncement#
2. Name					
	Last			First	Middle
3. Mailing Address	Number			Street	Apt/Lot#
	City	State		Zip Code	Email Address
4. Phone (Home#	()	Work#	
Optional ►(Cell/Mobile/Pager #	_ () _	Alternate Phone #	5. Social Security Number
6. Driver's Lic. #	Exp.	Date		Class	
IF NECESSARY, EXP	LAIN ANSWERS IN	YES	NO	_	ECIAL QUALIFICATIONS ses, certifications or other professional
7. Do you live within	Rapides Parish?			registrations.	•
8. Are you legally aut the United States?					
9. Are you 18 years of	of age or older?				
10. Do you now hold o candidate for elect				17 CI EDICAL:	Check if you are trained, experienced,
11. Have you ever filed us before? If yes, Date:	give				or skilled in Shorthand
Position:				□ Dictaphon□ Calculator	
12. May we contact yo	our present employer?			Other	
13. Have you ever bee of an offense othe violations? (Convi necessarily a bar t yes, explain in rem	r than minor traffic ctions are not o employment). If			☐ Asphalt Co☐ Chip Spre☐ Dozer	·
14. Can you perform the functions of the job which you are app reasonable accom	description for lying with or without a			☐ Dragline ☐ Forklift ☐ Front-end ☐ Fuel Truck	□ Sweeper Loader □ Trackhoe k □ Tractor / Mower
15. Do you have any r employed by the P remarks.	elatives who are Police Jury? Explain in				used CK(s) driven

18. CHECK highest grade completed:		HIGH S	CHOOL		HIGH SCHOOL DIPLOMA EQUIVALENT DATE
	9	10	11	12	

List your EDUCATION since high school.

COLLEGE	S, UNI\	/ERSITIE	S and JU	NIOR COL	LEGES ATTEN	IDED	
NAME AND LOCATION		DATES A	TTENDED	CREDIT	MAJOR		DEGREE and YEAR
NAME AND LOCATION		From	То	HOURS	MAJOR		DEGREE and YEAR
	BUSINI	ESS or T	RADE SC	HOOLS AT	TENDED		
			TTENDED				DATE OF DIPLOMA
NAME AND LOCATION		From	To	COUR	SES COMPLETED)	or CERTIFICATE
		1 10111					
ONLINE CLASSES	S, COR	RESPON	DENCE, c	r MILITAR	Y COURSES (COMP	LETED
NAME and LOCATION or WEE	BSITE	LENGTH C	F COURSE	COUR	SES COMPLETED		DATE COMPLETED
19. MILITARY SERVICE: Brand	on of Serv	rice (Army,	Navy, etc.)		Rank at time	of Separ	ration
						_	
Date Entered Active Duty	Date Ser	parated from	Active Duty	Re	etired?	Militar	y Occupation Specialty
			•	☐ Yes	□ No		
Mas Contine performed on active	s full time =	boois with	full time ne:				
Was Service performed on active	z iuii-iiffie	nasis Willi			e: Li tes Li No	,	
			REMA	RKS			

GIVE	YOUR DUT	IES AND RI	ESPONSIBIL	on and work L ITIES IN C	backwards. ONCISE DE	Account for volunteer work	R QUALIFICATIONS.	ment or unemployment.	
1. PRES	ENT or LA FROM:	ST POSIT	ION I	TO:		TITLE of your Position:			
MONTH	DAY	YEAR	MONTH	DAY	YEAR	STARTING Salary	FINAL Salary	HOURS per Week	
						\$	\$		
EMPLOYER NAME:				DUTIE	S and RESPONSIB	ILITIES			
Address:									
City, Stat	e, Zip Code	e:							
Phone:									
Type of E	Business or	Organizati	on:						
Superviso	or's Name a	and Title:							
Reason fo	or Leaving:								
2. NEXT	PREVIOU	S POSITIO	N			TITLE of your Posi	tion:		
	FROM:	I		TO:		0740711100		Lucusa W	
MONTH	DAY	YEAR	MONTH	DAY	YEAR	STARTING Salary	FINAL Salary \$	HOURS per Week	
EMPLOY	ER NAME	! :				DUTIE	S and RESPONSIB	ILITIES	
Address:									
City, Stat	e, Zip Code	e:							
Phone:									
Type of E	Business or	Organizati	on:						
Superviso	or's Name a	and Title:							
Reason f	or Leaving:								
3. NEXT	PREVIOU	S POSITIO	N			TITLE of your Posi	tion:		
	FROM:			TO:					
MONTH	DAY	YEAR	MONTH	DAY	YEAR	STARTING Salary	FINAL Salary \$	HOURS per Week	
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Address:		•							
City, Stat	e, Zip Code	ə:							
Phone:	, i								
	Business or	Organizati	on:						
	or's Name								
	or Leaving:								
	PREVIOU		N			TITLE of your Posi	tion:		
7. NEXT	FROM:	<u> </u>		TO:					
MONTH	DAY	YEAR	MONTH	DAY	YEAR	STARTING Salary	FINAL Salary \$	HOURS per Week	
EMDI OV	<u> </u> ER NAME	<u> </u>			<u> </u>	†	_৺ S and RESPONSIB	I ITIES	
Address:	ER NAME	•				DOTTE	.3 aliu KESPUNSIBI	ILITIES	
	e, Zip Code	ż.							
Phone:	5, 2ip 5000								
	Business or	Organizati	on:						
	or's Name		OII.						
•									
Reason f	or Leaving:								

5. NEXT PREVIOUS POSITION			TITLE of your Position:							
	FROM:			TO:	_		<u> </u>			
MONTH	DAY	YEAR	MONTH	DAY	YEAR	STARTING Salary \$	FINAL \$	Salary	HOURS per Week	
EMPLOYER NAME:					DUTIES and RESPONSIBILITIES					
Address:		•				56112	- unu i			
City Stat	e, Zip Code	<u>.</u>								
	c, 2ip 00uc	,. 								
Phone:										
	Business or		on:							
Supervisor's Name and Title:										
Reason for Leaving:										
21. List t	hree perso	ns (do not e position f	list relative or which y	es or peopl ou are app	e who work lying.	ed for you) who have	e definite	knowledge o	of your qualifications	
	ULL NAMI	-		PLETE ADI		PHONE NUMB	ER	BUSINES	SS or OCCUPATION	
ADDITIO	NAL INFO	RMATION:								
				SIGI	NATURE	REQUIRED				
I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize all individuals, schools and firms named therein, except my current employer if so noted, to provide any information requested about me and I release them from all liability for damages in providing this information.							chools and ormation			
I certify that all statements made in this application are true, complete and correct to the best my knowledge. I realize that any misrepresentation herein may cause my application to be rejected, my name removed from the employment list, or I may be subject to dismissal from employment with the RAPIDES PARISH POLICE JURY.						ation to be				
	Sig	nature						Date		
	UPDATE	S		*CIVI	L SERVIC	E USE ONLY*		U	IPDATES	

RAPIDES PARISH POLICE JURY

NOTICE TO APPLICANTS

PRE-EMPLOYMENT/PROMOTION DRUG TESTING

The RAPIDES PARISH POLICE JURY has a policy prohibiting the possession, use,
concealment, transportation, manufacturing, distribution, dispensation, promotion, or being under
the influence of any alcohol, illegal or unauthorized drugs, or other unauthorized controlled
substances on Police Jury premises or while on Police Jury business. Therefore, those applicants
selected for employment/promotion with the RAPIDES PARISH POLICE JURY will be required
to submit to a urine drug screen test. That person will be dropped from consideration of
employment/promotion if the testing results indicate a detectable amount of illegal or
unauthorized substance or an alcohol level in excess of 0.05.
ACKNOWLEDGED:

Date

Signature

RAPIDES PARISH POLICE JURY POLICY

NEPOTISM

An employee's immediate family will be considered for employment on the basis of their qualifications. However, immediate family may not be hired if it would:

- 1. Create a supervisor/subordinate relationship (direct or indirect) with a family member;
- 2. Immediate family may not be employed in the same department.
- 3. Create a conflict of interest; or
- 4. Have the potential for creating an adverse impact on work performance.

This policy must also be considered when assigning, transferring, or promoting an employee. For the purposes of this policy, immediate family includes mother, father, husband, wife, son, daughter, sister, brother, mother-in-law, father-in-law, stepchild, stepbrother, stepsister, stepmother, stepfather, uncle, aunt, nephew, or niece. This policy also applies to close personal relationships.

Employees who marry or establish a close personal relationship may continue employment as long as it does not result in the above. If one of the conditions outlined should occur, attempts will be made to find a suitable position within the Rapides Parish Police Jury to which one of the employees will transfer, if accommodations of this nature are not feasible, the employees will be permitted to determine which of them will resign.

All relatives presently working in the above-listed situations will be "grandfathered" into the system.

Any person serving in public employment on the effective date of this section, whose employment is in violation of this section, shall not be construed to hinder, altar, or in any way affect normal promotional advancements in public employment for such employee. (State of Louisiana Code of Governmental Ethics, R.S. 1950. Title 42, Chapter 15, Section 1119) (Amended March 18, 1992).

ACKNOWLEDGED:	
Signature	Date

DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

For employment purposes, the Company may obtain consumer reports on you as an applicant or from time to time during employment. "Consumer reports" are reports from consumer reporting agencies and may include driving records, criminal records, etc.

For such employment purposes, the Company may also obtain investigative consumer reports. Some reference checks by a consumer-reporting agency fall into this category. An "investigative consumer report" is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

AUTHORIZATION

I authorize the Company to obtain consumer reports and/or investigative consumer reports regarding me from time to time for employment purposes.

gnature: Date:					
Print Name:	SSN:				
Driver's License Number:	State:				
Other Driver's Licenses Held in Past 5 Years:					
Print Maiden or Other Names Under Which Record	ls May be Listed:				
Date of Birth (to be used only for proper identificat	ion):				
If the Company requests an investigative consumer rep	•				

the nature and scope of the investigation and a written summary of consumer rights, check here:

Copy A -- Sign and Return the Page for Filing

Copy B -- Applicant/Employee Keeps this Page

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Phone: (318) 473-6612 Fax: (318) 473-6698 rpcs@suddenlinkmail.com Linda Sanders Civil Service Director

Tina Goree Administrative Specialist

Civil Service Board

Zebulon Winstead, Chairman Christopher Hall, Vice-Chairman Elizabeth Beard, Member Erin Guin, Member Marla West, Employee Member

REFERENCE CHECK REQUEST

EMPLOYER SECTION

enlinkmail.com APP	LICANT DO NOT WR	RITE IN THIS	SECTION		
To Employer:					
Address		_City		Sta	te
Phone Number					
Fax Number					
Mrs./Ms	i	is seeking	employm	ent and ha	is listed you as a
former employer. Please verify	the information belo	w.	, ,		,
Position Held:	From:		To:		
Reason for Leaving:					
Overall Job Performance	EXCELLENT	GOOD		FAIR	POOR
Attitude	🗖	🗆		🗖	□
Punctuality		🗆			
Has this applicant tested positive	e for alcohol/drugs	while em	ployed?	■ Yes	□ No
Has this applicant received any	moving violations	while emp	oloyed?	■ Yes	□ No
If you had an opening, would yo	ou rehire him/her?	□ Yes	□ No	■ Unabl	e to Comment
Employer 's Signature			Title		
Thank yo	ou for taking the time to	complete th	is informati	ion.	

APPLICANT SECTION

REFERENCE CHECK AUTHORIZATION AGREEMENT AND DISCLOSURE STATEMENT

I AUTHORIZE Rapides Civil Service to check my past employment references to help evaluate me as a potential employee.

I understand that an investigative consumer report may be obtained in order to evaluate me as a prospective employee. This investigative report may include information concerning character, background and financial responsibility and may be obtained through personal associates.

I further understand I have the right to make a written request to learn the nature and scope of any consumer report. I hereby acknowledge that I have read this statement and authorize you to obtain references and/or reports as described above.

Applicant's Signature	Date	Soc-Sec-Num