

# IBERIA PARISH GOVERNMENT

## APPLICATION FOR EMPLOYMENT

( Please Print )

Position Applying For _____	Date _____
Name _____	Social Security No. _____
Address, City, State & Zip _____	
Home Phone ( _____ ) _____	Cell Phone ( _____ ) _____
Person to notify in case of accident or emergency _____	

Pursuant the Louisiana Ethics Code: Are you related to the Parish President, any Council Member, or any other person employed by Iberia Parish Government? Yes [  ] No [  ]

List Relative and Relationship to you: \_\_\_\_\_

**MILITARY SERVICE RECORD**

Present Selective Service Classification \_\_\_\_\_

Did you serve in U.S. Armed Forces? Yes [  ] No [  ] Branch \_\_\_\_\_

Dates of Duty From: \_\_\_\_\_ To: \_\_\_\_\_ Rank Entered \_\_\_\_\_

Rank at Discharge \_\_\_\_\_

List duties performed, including specialized training \_\_\_\_\_

Have you ever been convicted of any traffic violations, including speeding violations? Yes [  ] No [  ]

Give Details: \_\_\_\_\_

EDUCATION RECORD						
	Name & Location	Date		Graduated		Degree Received or Course Studied
		From	To	Yes	No	
Elementary						
High School						
Technical College						
College						
Other						

Do you speak any foreign language fluently? Yes [  ] No [  ] Specify \_\_\_\_\_

Computer Skills: (Please Circle) Access Excel Lotus Power Point Word Word Perfect

Office machines you can operate skillfully: \_\_\_\_\_

**EMPLOYMENT RECORD:**

List below present and past employment beginning with most recent:

1	<u>Name of Company</u>
	<u>Address:</u>
	<u>Position held:</u> <span style="float:right;"><u>From:</u> <u>To:</u></span>
	<u>Name of Supervisor:</u>
	<u>Description of duties:</u>
	<u>Reason Left:</u>

2	<u>Name of Company</u>
	<u>Address:</u>
	<u>Position held:</u> <span style="float:right;"><u>From:</u> <u>To:</u></span>
	<u>Name of Supervisor:</u>
	<u>Description of duties:</u>
	<u>Reason Left:</u>

3	<u>Name of Company</u>
	<u>Address:</u>
	<u>Position held:</u> <span style="float:right;"><u>From:</u> <u>To:</u></span>
	<u>Name of Supervisor:</u>
	<u>Description of duties:</u>
	<u>Reason Left:</u>

You may contact my present employer Yes [  ] No [  ]

Date able to begin work, if accepted: \_\_\_\_\_

Have you ever been convicted of a crime other than violation of motor vehicle laws or ordinances? Yes [  ] No [  ]

Give Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSONAL REFERENCES (NO RELATIVES)		
	<u>Name &amp; Occupation</u>	<u>Address</u> <span style="float:right;"><u>Phone</u></span>
1		
2		
3		

I hereby certify that the answers given by me to the foregoing questions and statements made true and correct. It is understood and agreed that any misrepresentation made by me herein is cause for my dismissal.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Interviewers Remarks: _____	
Job Offered	Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]
Job Accepted	Yes [ <input type="checkbox"/> ] No [ <input type="checkbox"/> ]
Job Assignment:	_____
Date Employment Begins:	_____
Starting Salary: \$	_____

Rejected: Yes [  ] No [  ] Reason Why? \_\_\_\_\_

Keep in Active File: Yes [  ] No [  ]

Signature Of Interviewer \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT: READ CAREFULLY**

**Job Applicants Authorization To Release Information**

**I understand that the use of this form does not indicate that there are positions open and does not in any way obligate Iberia Parish Government.**

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for rejection or immediate dismissal. Routine inquiry may be made during our initial or subsequent processing, which will provide applicable information concerning character, general reputation, personal characteristics, and mode of living. Upon written request, additional information as to the nature and scope of the inquiry, if one is made, will be provided.

If employed, I will comply with Iberia Parish Governments rules and regulations. Further, I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time, for any reason, without notice. No person other than the Parish President or his designee may modify or amend the provisions stated herein.

I understand that my employment may be conditioned upon a test for drugs and/or alcohol. By signing this application, I hereby agree to submit to such tests and release all persons and companies from any liability arising out of such tests.

I hereby authorize release of any information regarding any criminal convictions that may exist against me, and ask my former employer(s) and all others persons named herein who might have information concerning me to give any information regarding my former employment or any other information they may have regarding me whether or not the same is a matter of record, and I hereby release them and each of them from any liability for any damage whatsoever which I could or might claim because of such disclosure.

**I certify that all statements made by me on the Application For Employment are true and complete.**

**I hereby acknowledge that I have read this form, or this form was read to me, and I understand the above statements.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**