

ASCENSION PARISH SHERIFF'S OFFICE
Employment Application

NO FACSIMILE TRANSMITTALS WILL BE ACCEPTED

Position(s) applying for (number in order of priority):

_____ Clerical _____ Corrections _____ E-911 Dispatch _____ Patrol _____ Other

Minimum Requirements for Employment:

1. Must be a high school graduate or equivalent.
2. Must be at least twenty-one (21) years old at time of application.
3. Must possess a valid Louisiana driver's license.
4. Must be a resident of Ascension Parish.
5. Must pass a physical examination.

An applicant will be disqualified if there are any indictments or bills of information pending against them in which they are charged with a felony. An applicant that has been convicted of a felony will be disqualified until relief from the disabilities imposed by the state and federal law is granted. Any applicant convicted of driving while intoxicated or hit and run within the past three (3) years will be disqualified. False statements of any material fact, any attempt to practice deception or fraud will result in the rejection of your application and refusing to administer any examination to the applicant.

NOTICE: ALL APPLICANTS WILL BE SUBJECT TO DRUG SCREENING AND AN INTENSIVE BACKGROUND INVESTIGATION.

1. **MANDATORY – You must attach a photo of yourself, copy of your birth certificate, driver's license, social security card, high school diploma or equivalent, voter registration card, and DD-214 (if applicable) to the application or it will not be processed. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**
2. DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.
3. TYPE OR PRINT CLEARLY.
4. If you need more space for an answer, you may attach extra sheets. Make sure your name and social security number are on each additional page.
5. Your social security number, zip code and telephone numbers are essential pieces of information. Applications without this information will not be processed.
6. If you require special testing procedures or accommodations, you must attach a description of the type of accommodations needed to the front of your application.
7. Instructions for work experience:
 - Give brief but complete descriptions of your major work duties for each job.
 - Attach a sheet of paper to add additional jobs or information. Use the same format as the work experience blocks of the application.
8. If using certified mail, return the completed application, along with requested attachments, to:

Ascension Parish Sheriff's Office
Attn: Administrative Services Division
828 S. Irma Blvd.
Gonzales, LA 70737

Personal Information

1. NAME (Last) (First) (Middle)

2. SOCIAL SECURITY NUMBER

MAILING ADDRESS

WORK TELEPHONE NUMBER

CITY STATE ZIP

HOME TELEPHONE NUMBER

DATE OF BIRTH E-MAIL ADDRESS

CELL PHONE NUMBER

3. Do you possess a valid driver's license?

YES NO

4. Are you currently holding or running for an elective office?

YES NO

5. Have you ever been fired from employment, or resigned to avoid dismissal?

YES NO

6. Are you a Veteran? (If so, attach a DD-214)

YES NO

7. The following information is collected to complete Equal Opportunity Reports required by law. You ARE NOT LEGALLY OBLIGATED to provide this information.

Caucasian African American Hispanic Asian/Pacific Islander American Indian

READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE SIGNING THIS APPLICATION:

AUTHORITY TO RELEASE INFORMATION: I consent to the release of information concerning my capacity and / or all aspects of prior job performance by employers, educational institutions, law enforcement agencies, and other individuals to investigators, personnel technicians and other authorized employees of the Ascension Parish Sheriff's Office for the purpose of determining my eligibility and suitability for employment.

I grant permission to the Sheriff of Ascension Parish, or his designee, to make inquiries into my criminal history, driving history, and credit history, or make any other inquiries deemed necessary in order to verify and confirm the information I have provided on this application.

I certify that the statements made on this application and any attached papers are true and complete to the best of my knowledge. I understand that information on this application may be subject to investigation and verification and that any misrepresentation or material omission may cause my application to be rejected, my name to be removed from the eligible register and / or subject me to dismissal from service.

I further agree to hold harmless from any civil or criminal liabilities, the Ascension Parish Sheriff's Office and its representatives, due to the outcome of these records and background checks.

8. _____ 9. _____

SIGNATURE OF APPLICANT

DATE

Personal Information (continued)

The following documents must be submitted with the application:

- * Birth Certificate (Photocopy)
- * High School Diploma (Photocopy)
- * College Transcripts
- * DD-214 (Military Personnel Only)
- * Driver's License or current state ID (Photocopy)
- * Social Security Card (Photocopy)
- * Voter Registration Card
- * Photo of yourself

10. Have you ever been arrested, indicted, or received a criminal summons by a law enforcement agency?
(Including campus police & security agencies)

- YES NO

If yes, explain in detail below giving date, reason, agency and disposition.

11. Have you ever filed or been the subject of a temporary or permanent restraining order?

- YES NO

If yes, please provide the date and jurisdiction of the order:

12. Do you currently have any pending criminal charges by any law enforcement authority?

- YES NO

13. Are you currently on bail or out on personal recognizance or other conditional release for any reason?

- YES NO

14. Are you currently on probation or parole?

- YES NO

If yes, on any of the above, provide full details.

Personal Information (continued)

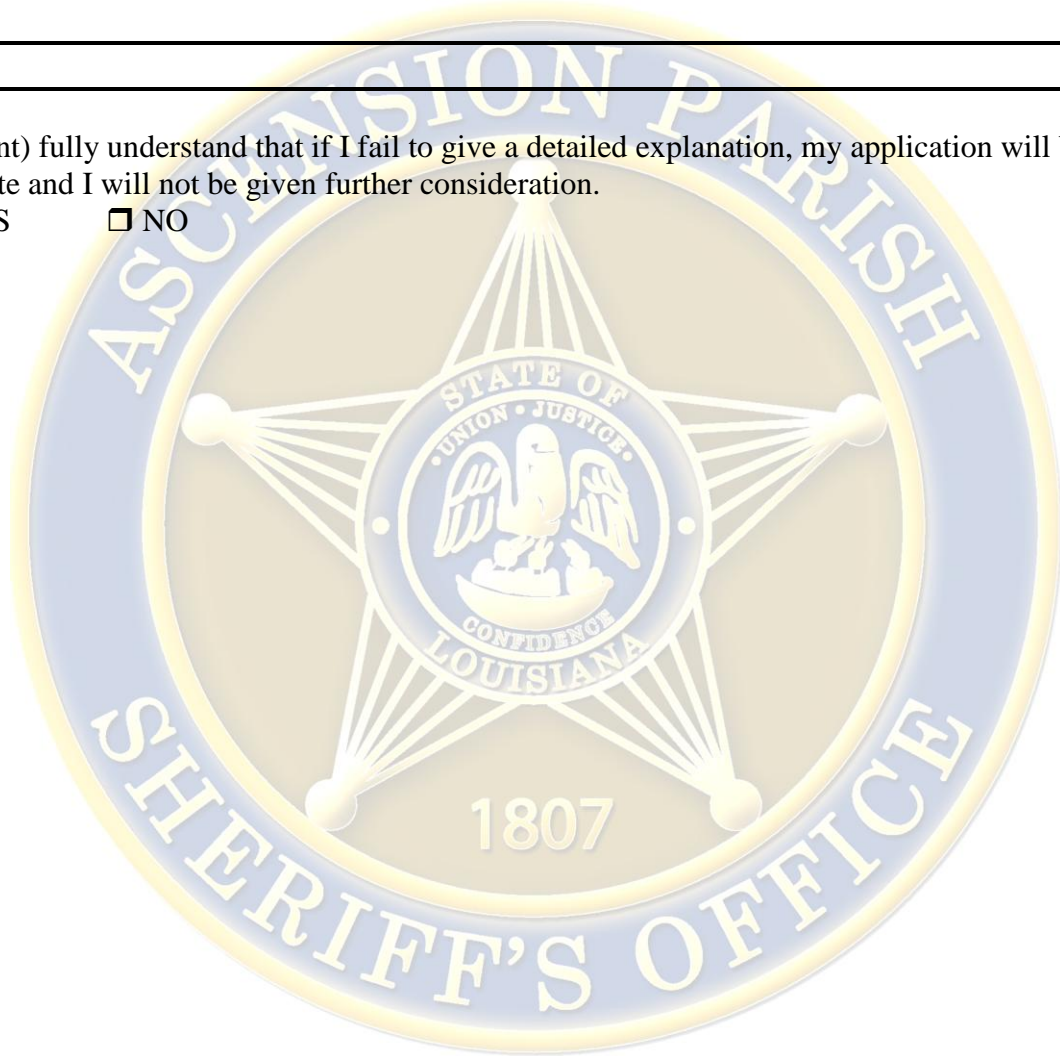
15. Have you ever been convicted of a criminal offense, to include petty offense citations (i.e. underage consumption, noise violation)?

- YES NO

If yes, provide all details giving dates, location, arresting agency, court disposition, etc.

16. I (applicant) fully understand that if I fail to give a detailed explanation, my application will be considered incomplete and I will not be given further consideration.

- YES NO



Formal Education

17. Have you received a high school diploma or equivalency certificate?

YES NO Date received: _____

(Provide official college transcript or copy of diploma.)

NAME OF COLLEGE OR UNIVERSITY/ CITY AND STATE	Dates Attended (Month & Year)		Total Credit Hours Earned Semester or Quarter	Type of Degree Earned (BA, MA, etc.)	Major Field of Study
	FROM	TO			



Employment History Information

18. Have you ever been discharged/terminated/fired or disciplined by any employer?

YES NO

If yes, explain.

19. Have you ever resigned while anticipating that your employer intended to discharge or take any disciplinary action against you for any reason?

YES NO

If yes, explain.

20. Have you ever resigned from a job by mutual agreement following allegations of misconduct?

YES NO

If yes, explain.

21. Have you ever resigned from a job by mutual agreement following allegations of unsatisfactory work performance?

YES NO

If yes, explain.

Previous Employment History

List all your employment history, including part-time. Begin with current employer first. Include all periods of unemployment, internships, and volunteer positions.

22. **Employer:** _____

Address: _____ City _____ State _____ Zip _____

Phone: () _____ Position/Title: _____ Salary: _____

Full-Time Part-time Internship Volunteer Salaried

Dates of employment: From ____/____/____ To: ____/____/____

Reason for leaving: (Exclude Medical Reasons) _____

Supervisor's Name and Title: _____ Phone Number () _____ Ext _____

Employer: _____

Address: _____ City _____ State _____ Zip _____

Phone: () _____ Position/Title: _____ Salary: _____

Full-Time Part-time Internship Volunteer Salaried

Dates of employment: From ____/____/____ To: ____/____/____

Reason for leaving: (Exclude Medical Reasons) _____

Supervisor's Name and Title: _____ Phone Number () _____ Ext _____

Employer: _____

Address: _____ City _____ State _____ Zip _____

Phone: () _____ Position/Title: _____ Salary: _____

Full-Time Part-time Internship Volunteer Salaried

Dates of employment: From ____/____/____ To: ____/____/____

Reason for leaving: (Exclude Medical Reasons) _____

Supervisor's Name and Title: _____ Phone Number () _____ Ext _____

Previous Employment History (continued)

Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: () _____ Position/Title: _____ Salary: _____

Full-Time Part-time Internship Volunteer Salaried

Dates of employment: From ____/____/____ To: ____/____/____

Reason for leaving: (Exclude Medical Reasons)

Supervisor's Name and Title: _____ Phone Number () _____ Ext _____

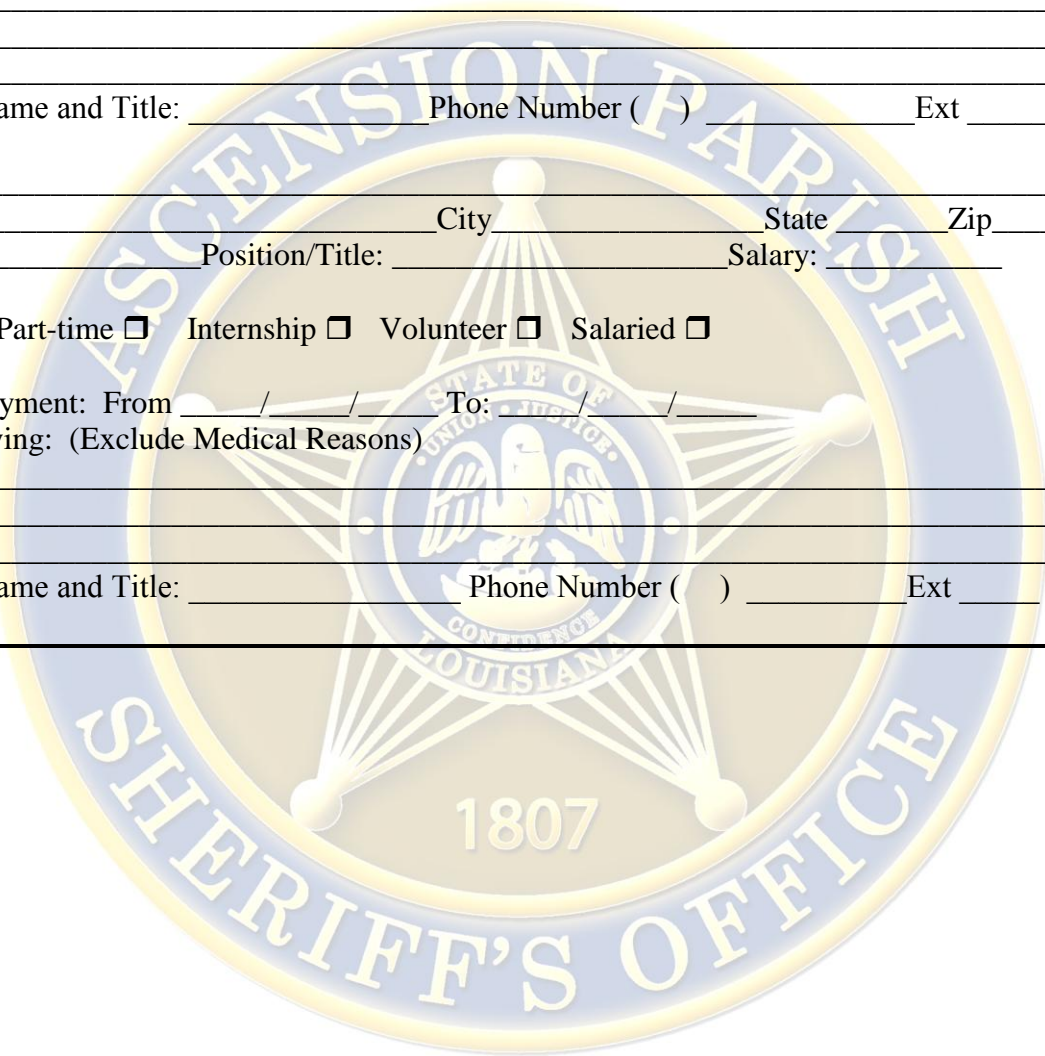
Employer: _____
Address: _____ City _____ State _____ Zip _____
Phone: () _____ Position/Title: _____ Salary: _____

Full-Time Part-time Internship Volunteer Salaried

Dates of employment: From ____/____/____ To: ____/____/____

Reason for leaving: (Exclude Medical Reasons)

Supervisor's Name and Title: _____ Phone Number () _____ Ext _____



Military Status

If these questions do not apply to you, put NA in the response lines.

23. Are you registered with the Selective Service System?

- YES NO

24. Have you served in the Armed Forces of the U.S.? (Includes Merchant Marines)

- YES NO

25. Type of discharge: (Exclude Medical Reasons)

26. Job Title and Rank at time of separation:

27. Primary M.O.S. / A.F.S.C.: _____ Secondary M.O.S. / A.F.S.C.: _____

28. Do you have any current Military Reserve obligation:

- YES NO
 ACTIVE INACTIVE

29. Were you ever reduced/demoted in rank?

- YES NO

30. Were you ever confined/detained in a brig, stockade, guardhouse, or jail while in the military?

- YES NO

If yes, describe in detail.

31. Have you ever been AWOL?

- YES NO

If yes, explain.

Financial Status

32. Have you ever filed for or declared bankruptcy?

YES NO

If yes, give date, location, reason for case and disposition.

33. Do you currently have any court ordered child support or alimony payment obligation?

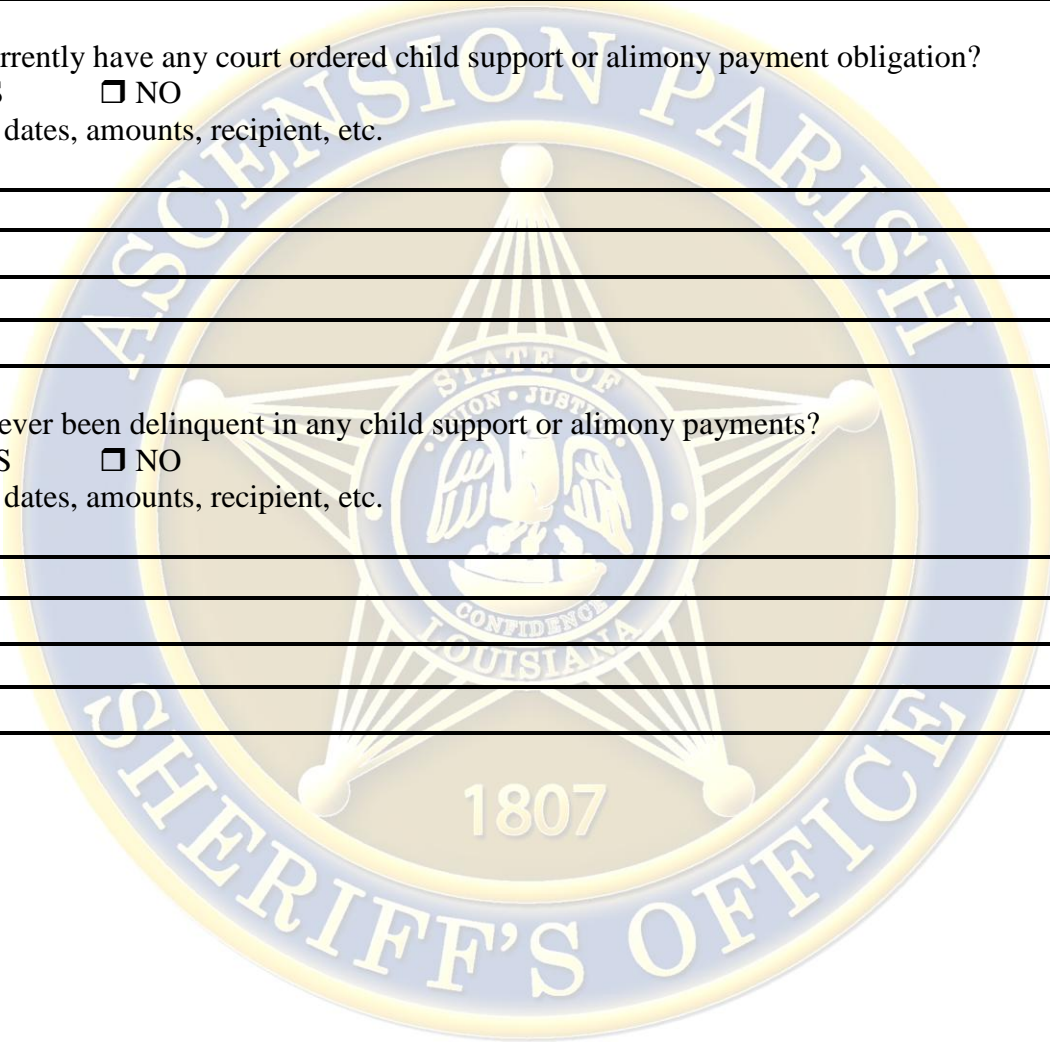
YES NO

If yes, provide dates, amounts, recipient, etc.

34. Have you ever been delinquent in any child support or alimony payments?

YES NO

If yes, provide dates, amounts, recipient, etc.



References

Provide the names and addresses of six (6) character references (not related to you by blood or marriage) who are not listed elsewhere in this application.

35. Name: _____ Length of time known: _____

Address: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail Address: _____

Occupation: _____ Work Phone: () _____

Name: _____ Length of time known: _____

Address: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail Address: _____

Occupation: _____ Work Phone: () _____

Name: _____ Length of time known: _____

Address: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail Address: _____

Occupation: _____ Work Phone: () _____

Name: _____ Length of time known: _____

Address: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail Address: _____

Occupation: _____ Work Phone: () _____

Name: _____ Length of time known: _____

Address: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail Address: _____

Occupation: _____ Work Phone: () _____

Name: _____ Length of time known: _____

Address: _____

Home Phone: () _____ Cell Phone: () _____

E-Mail Address: _____

Occupation: _____ Work Phone: () _____

Family Information

Married: Single: Separated: Divorced: Widow or Widower:

Spouse/Significant other/Current dating partner:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Son/Daughter:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Son/Daughter:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Son/Daughter:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Son/Daughter:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Father:

Name: _____ DOB: _____

Present address: _____
Street address City State Zip

Mother:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Sibling:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Sibling:

Name: _____ Maiden name: _____ DOB: _____

Present address: _____
Street address City State Zip

Police/Public Safety/Security Experience

36. Do you have experience as a sworn Law Enforcement Officer?

YES NO

If yes, explain to include agency(s), position and length of service.

37. Do you have experience in private security?

YES NO

If yes, provide agency(s), dates, and position.

38. Do you have experience as a paid or volunteer member of any fire department or medical response squad?

YES NO

If yes, provide agency(s), dates, and position.

39. Do you personally know any Ascension Parish Sheriff's Deputies?

YES NO

If yes, list name, relationship and length of time you have known them.

40. Do you have any relatives who are current or past members of a law enforcement agency?

YES NO

If yes, please list name(s), relationship and their department/agency.

