



APPLICATION FOR EMPLOYMENT

RETURN TO: St. Charles Parish Personnel Office
P. O. Box 302, Hahnville, LA 70057 | Phone: (985) 783-5000
Fax: (985) 783-1216 | kpetit@stcharlesgov.net

St. Charles Parish is an equal opportunity employer in accordance with local, state and federal laws.

Notice to Applicant: Complete this application carefully. The information will aid us in evaluating your qualifications. Please attach additional paper and/or documents if necessary to more fully explain your answers. St. Charles Parish welcomes all qualified applicants without regard to their race, color, religion, gender, national origin, age, marital status, medical condition or disability. All offers of employment are conditional upon successfully passing all required examinations and lab tests, including a drug screen. Physical and/or other examinations are used to determine whether applicants are qualified to perform the essential functions of the position with or without reasonable accommodation.

PLEASE PRINT

Date: _____

PERSONAL

Name: _____
Last First Middle Initial

Home Address: _____
Number and Street City State Zipe Code

Mailing Address: _____
Number and Street City State Zipe Code

Home Telephone: () _____ Work Telephone: () _____

Mobile Telephone: () _____ E-mail Address: _____

Exact job title or area of work you are seeking: _____

*For Information on available jobs, visit stcharlesparish-la.gov and click on 'Employment' or call (985) 783-5000.

BELOW THIS LINE FOR PERSONNEL OFFICE USE ONLY

JOB INFORMATION

Available for: Full-time year round

Part-time year round working _____ hrs/wk

Seasonal from _____ (day/mo) through _____ (day/mo) working _____ hrs/wk

Can you perform all the essential functions of the job for which you are applying? YES NO

If not, please explain accommodation required: _____

*If you need a copy of a job description call (985) 783-5000 or visit www.stcharlesparish-la.gov and click 'Employment'

Are you legally eligible for employment in the United States? YES NO

If driving a vehicle is a requirement of the job being applied for, please provide:

Driver's License Number: _____ Class: _____ State: _____ Exp. Date: _____

Consent Notice: A pre-employment office of Motor Vehicles check will be performed prior to any interview. Initial: _____

If you have previously filed an application or tested for a job with St. Charles Parish, please indicate:

Position Title: _____ Year/Month: _____

EDUCATION RECORD

Did you graduate High School? YES NO

If not, do you have a GED? YES NO

Did you graduate college or university? YES NO

	Name and Location of School	Course of Study	Number of Years Completed	Diploma or GED, Degree Received
High School				
College				
Vocation or Trade School				
Graduate Work				

List any other specialized training or certificates received: _____

EMPLOYMENT HISTORY

Begin with present employer and work backward for all places of employment during the last 10 years. Current and prior employers are not contacted until after the interview stage of a selection process. Use additional sheets if necessary. Resumes or additional sheets may be included with this application but cannot be substituted for this section of the application.

Employer's Name: _____ From: _____ (Mo/Yr) To: _____ (Mo/Yr)

Address: _____

Your Title: _____ Full-time [] Part-time [] Hrs/Wk: _____

Supervisor's Name and Title: _____

Your Duties: _____

Annual Salary: \$ _____ Reason for Leaving: _____

Employer's Name: _____ From: _____ (Mo/Yr) To: _____ (Mo/Yr)

Address: _____

Your Title: _____ Full-time [] Part-time [] Hrs/Wk: _____

Supervisor's Name and Title: _____

Your Duties: _____

Annual Salary: \$ _____ Reason for Leaving: _____

Employer's Name: _____ From: _____ (Mo/Yr) To: _____ (Mo/Yr)

Address: _____

Your Title: _____ Full-time [] Part-time [] Hrs/Wk: _____

Supervisor's Name and Title: _____

Your Duties: _____

Annual Salary: \$ _____ Reason for Leaving: _____

List any other work experience not listed above that relates to the job applied for: _____

I understand and agree that, as a condition of employment, I may be required to submit to drug and alcohol screening tests to determine compliance with the St. Charles Parish Substance Abuse Policy. Failure to comply with the testing program will be grounds for disqualification or immediate discharge. I understand that I can review and receive a copy of the St. Charles Parish Substance Abuse Policy upon request.

In filling out this application, I understand that St. Charles Parish is in no way obligated to provide, nor am I obligated to accept, employment. I understand that an investigation report may be made whereby information is obtained through personal interviews and third parties, such as past employers, business associates, financial sources, friends, neighbors or others with whom I am acquainted. This inquiry may include information as to character, general reputation and mode of living, whichever may be applicable and appropriate. I hereby certify that all answers and statements contained in this application are true and complete to the best of my knowledge. I understand that any falsified information or misleading statements of fact will subject me to dismissal or disqualification.

I hereby authorize St. Charles Parish to conduct whatever investigation is necessary and appropriate for the position(s) for which I am applying to include a full criminal history record check and a driving record check. I hereby authorize verification of the information given on this application and authorize the release of all requested information in connection with this application for employment. I understand that any employment will be "at will," which means that the parish has no obligation to employ me in the future. I also understand that this application is the property of St. Charles Parish and will become a part of my personnel file if I am hired.

Signature: _____ Date: _____

(Applicant must sign in order to be considered for any position with St. Charles Parish)