

APPLICATION FOR EMPLOYMENT
22ND JUDICIAL DISTRICT COURT OF LOUISIANA
AN EQUAL OPPORTUNITY EMPLOYER

PERSONAL INFORMATION

Last name _____ First name _____ Middle Name _____

Current Address _____

How long have you lived there? _____ Year(s) _____ Months

Telephone number(s) where you may be contacted by us _____

Email address _____

Are you 18 years of age or older? _____ Yes _____ No

If hired, can you provide proof that you are legally authorized to work in the U.S.? _____ Yes _____ No

If not what steps must be taken for you to obtain authorization?

This position requires some driving. Can you provide a valid driver's license and proof of insurance?

_____ Yes _____ No

Position desired _____

After reviewing the job description for the position desired, are you able to perform the essential functions of the job with or without reasonable accommodation? _____ Yes _____ No

When are you available to start work? _____

EMPLOYMENT HISTORY (Beginning with most recent. Use additional sheets if necessary.)

1. Employer Name _____

Address _____

Job Title _____

Supervisor's name _____ Supervisor's Job Title _____

Dates of Employment: From _____ to _____

Describe your job duties.

Starting Compensation _____ Ending Compensation _____

May we contact your current employer? _____ Yes _____ No

If no, please explain.

2. Employer Name _____

Address _____

Job Title _____

Supervisor's name _____ Supervisor's Job Title _____

Dates of Employment: From _____ to _____

Describe your job duties.

Starting Compensation _____ Ending Compensation _____

May we contact your current employer? _____ Yes _____ No

If no, please explain.

3. Employer Name _____

Address _____

Job Title _____

Supervisor's name _____ Supervisor's Job Title _____

Dates of Employment: From _____ to _____

Describe your job duties.

Starting Compensation _____ Ending Compensation _____

May we contact your current employer? _____ Yes _____ No

If no, please explain.

Have you ever been terminated or asked to resign from any job? _____ Yes _____ No

If yes, please explain circumstances. (Use a separate sheet of paper if necessary.)

Have you ever worked for the 22nd Judicial District Court or a related entity (St. Tammany or Washington Parish governments, St. Tammany or Washington Parish Sheriff's Offices, St. Tammany or Washington Parish Clerks of Court, Louisiana Probation and Parole, Louisiana State Police, or other law enforcement agency in St. Tammany or Washington Parishes, 22nd Judicial District Attorney, 22nd Judicial District Public Defender Office)?

_____ Yes _____ No

Do you have friends or relatives working here or for a related entity? _____ Yes _____ No

If yes, provide their names and relationship to you, and entity for which they work.

If hired do you have commitments to another employer that may affect your employment with the Court?

_____ Yes _____ No

If yes, please explain.

EDUCATIONAL BACKGROUND

	Years Completed (Circle)	Degree Earned (Yes or No)	School Name & Location (City, State)	Course of Study	Special Training, Skills, Activities
High School	9 10 11 12				
College/University	1 2 3 4				
Graduate/Professional	1 2 3 4				
Trade School	1 2 3 4				

OTHER RELEVANT INFORMATION

List any other information that is relevant to the job for which you are applying including professional designations, certifications, licenses, completed courses, awards, honors and professional organization memberships.

REFERENCES

List the Name, Location (city, state), and phone number for three academic or professional references.

1. _____
2. _____
3. _____

CRIMINAL HISTORY

Do not include convictions that were sealed, eradicated, erased, annulled by a court, or expunged, or offenses that resulted in referral to a diversion program. Prior to conducting a background investigation, the Court will provide you with a release form that complies with the Fair Credit Reporting Act and applicable state law.

Have you ever pled no contest, nolo contendere, or guilty to a misdemeanor crime (not traffic offenses), or been convicted of a misdemeanor crime (not traffic offenses)? _____ Yes _____ No

Have you ever pled no contest, nolo contendere, or guilty to a felony crime, or been convicted of a felony crime? _____ Yes _____ No

Do you currently have any pending misdemeanor or felony matters? _____ Yes _____ No

Note: Answering “yes” to these questions does not constitute an automatic bar to employment. The Court will consider the nature of the crime, its seriousness, the substantial relation to the position’s functions and qualifications, the number of occurrences, the applicant’s age at the time of the crime, the time elapsed since the crime, the applicant’s entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local, or federal law.

If you answered “yes” to any of the preceding questions, please give dates, jurisdiction and details for each.

APPLICANT'S STATEMENT

I understand that the Court is committed to providing equal opportunity in all employment practices, including, but not limited to, selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, sex, religion, disability, citizenship status, military service, or another other category protected by federal, state, or local law.

I authorize the Court to inquire with any current or former employers, with references listed in the application or resume I have submitted, or with any other individuals I may name concerning my job qualifications. I further authorize the Court to conduct background investigations to include criminal background checks, and other consumer reports that may contain pertinent information related to my candidacy for the position desired. I understand the Court complies with the Fair Credit Reporting Act (FCRA) and that should employment be denied based upon by background report(s), I will be provided with a copy of the relevant report, applicable eligibility standards, and a Summary of Rights under the FCRA.

I understand that the Court reserves the right, to the extent permitted by law, to require drug and alcohol screening tests of an applicant or an employee prior to beginning employment and anytime during employment.

I certify that I have received a copy of the position description for the job desired. I understand that this employment application and any other Court documents provided during the application process are not promises of employment.

I certify that the information given by me on this application, resume, and writing sample submitted for the Court's consideration and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the Court's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

I understand this application will be considered active for a maximum of 90 days. If I wish to be considered for employment after that time, I understand that I must reapply. I further understand that separate applications are required for each position for which I wish to be considered.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

Date

Applicant's Signature