

EMPLOYMENT APPLICATION INSTRUCTIONS

Please read these instructions carefully before proceeding.

These instructions are provided as a guide to assist you in properly completing your application for employment. It is essential that the information be accurate in all respects. The information supplied on the following pages will be used as the basis for a background investigation that will determine your eligibility for employment.

1. Your application should be typed or printed legible in black ink.
2. Avoid errors by reading the directions carefully before making any entries on the application.
3. Answer all questions to the best of your ability. If a question is not applicable to you, enter N/A in the space(s) provided. **Do not leave any questions unanswered or blanked spaces.**
4. You are responsible for obtaining correct addresses. If you are not sure of an address, check it by personal verification or by reference to a directory (available at your local library or on the internet).
5. If there is insufficient space on the form for you to include all information required, attach an extra sheet(s) to the application. Be sure to label the information on the extra sheet with the relevant application section/question number.
6. An accurate and complete form will help expedite your application.
7. Your employment record must include all employment since high school. If there are gaps in this record, explain what you did during that time period (military service, college, vocational training, etc.).
8. **Copies of the following documents must be attached. Do not attach originals. All attachments must be standard size paper (8 1/2" X 11").**
 - a) **State-certified birth certificate (not hospital)**
 - b) **High School diploma or GED certificate**
 - c) **Driver's license (must have current address)**
 - d) **Social Security card signed**
 - e) **DD 214 (with an Honorable discharge status) (if applicable)**
 - f) **College transcript (if applicable)**
 - g) **Expungement (if applicable)**
 - h) **Basic or Basic Corrections Certificate (if applicable)**
10. The information supplied by you is for official use only. It will be used to evaluate your suitability for employment with this Office. It is considered confidential and will not be disclosed to unauthorized persons, except to the extent mandated by the Louisiana Public Record Law. However, the guarantee of confidentiality and privacy is void if investigation reveals criminal acts or participation by you in unlawful activities.
11. When the application is completely filled out and **ALL** documents are attached, return it to **300 North Blvd., Room 130, Baton Rouge, LA 70801, Monday through Friday, between 9:00 AM to 4:00 PM 225-389-5163.**
12. **Position applying for:** Civil _____ Criminal _____ Corrections _____ Clerical _____

I certify that I have read the above instructions and fully understand them. I understand that I will take a polygraph examination based on the facts recorded on the application and any misstatement, deception, omission, or falsification on my part may cause my rejection or subsequent dismissal.

Applicant's signature

Date

The East Baton Rouge Sheriff's Office is an Equal Opportunity Employer



SAFER

STRONGER

BETTER TOGETHER

APPLICATION FOR EMPLOYMENT

How did you receive this application? _____

How did you hear about this career opportunity? _____

IDENTIFYING DATA: Today's Date _____

1. Name _____
Last First Middle

2. Other names used (maiden, etc.) _____ **Attach**

3. Home/Street Address _____ **photo**

P. O. Box Address _____ **here**

4. City, State & Zip _____

5. Home phone # _____ Cell # _____

6. Pager # _____ E-mail address _____

7. Date of birth ____/____/____ Social Security # ____/____/____

8. Birth place (city, state) _____

9. Age _____ Race _____ Sex _____ Height _____ Weight _____

Eye color _____ Hair color _____ Build _____

List any Scars, Marks are Tattoos _____

10. Driver's License Number _____ State _____

11. Are you a U. S. citizen? Yes No By Birth By Naturalization Date _____

12. Place of employment _____

13. Military Service: None U. S. Army U. S. Navy U.S.M.C. U. S. Air Force
U. S. Coast Guard U. S. National Guard

Type of discharge: Honorable Dishonorable Honorable General Other

FAMILY HISTORY:

14. Spouse or Cohabitant's full name (include former name) _____

15. List all relatives who are currently or were previously employed by this Office or any other governmental agency.

16. Are you currently receiving state supplemental law enforcement officer's pay? Yes No

17. Are you currently Basic or Basic Corrections Certified with P.O.S.T.? _____ If yes, please attach a copy of Certificate to application.

EDUCATION:

18. High School

Name	Address	Year Completed	Diploma or G.E.D.
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19. Colleges/Universities

Name	Address	Graduate Y/N	Degree	Total Hours
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20. Graduate/Professional Schools

Name	Address	Graduate Y/N	Degree/Certificate	Total Hours
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21. Professional licenses, registration, or certifications (engineering, medical, ministerial, pharmaceutical, etc.)

Licensing/Certifying Agency Name	Address	Date Licensed	Expiration Date	License Type
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22. Other schools attended (business, vocational, etc.): _____

Subjects studied: _____

23. Business machines you can operate (computer, copy machine, typewriter, etc.)

24. List computer programs you are proficient with:

EMPLOYMENT HISTORY:

25. List all your jobs since high school. **Begin with your present or last job and work backwards.** Explain all periods of unemployment (school, military service, etc.). Use additional sheets if necessary.

Name of Employer	Address	Phone Number
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Dates of Employment: From ____/____/____ To ____/____/____

Average number of hours worked per week _____ Full time? _____ Part time? _____

Beginning salary _____ Ending salary _____

Name of your immediate supervisor _____

Number/job titles of employees you supervised _____

Indicate specific area or place of employment _____

Describe your duties in detail _____

Reason for leaving: _____

Inquiry may _____ may not _____ be made of my current employer about my character, qualification etc. (Note: if you currently work for any law enforcement agency, we must contact them for a reference.)

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Number/job titles of employees you supervised _____

Indicate specific area or place of employment _____

Describe your duties in detail _____

Reason for leaving: _____

Inquiry may _____ may not _____ be made of my current employer about my character, qualification etc. (Note: if you currently work for any law enforcement agency, we must contact them for a reference.)

26. Have you ever applied for employment with any law enforcement agency? Yes _____ No _____
If yes, list below the dates of application, name of agency, and the surrounding circumstances (reason for you rejection, declination, etc.)

27. If you are a former employee who was separated from this Office for any reason (resigned, suspended, terminated, etc.), or have been affiliated with this Office in a Reserve or Reserve Cadet capacity, give all pertinent information regarding this prior employment. Also list dates of appointment, separation, any disciplinary action, reason for termination of employment, unit of assignment, name of immediate supervisor at time of separation, etc.).

28. Have you ever been polygraphed? Yes ___ No ___ If yes, explain:

MILITARY SERVICE:

29. Have you ever served in the Armed Forces of the United States? _____ If yes, complete the following: Branch _____ Serial # _____

Dates of service _____ Highest rank attained _____

30. Have you ever received an Article 15 or other disciplinary action while in the military service? Yes ___ No ___ If yes, explain circumstances in detail below. List dates, nature of offense, type of punishment, and disposition of charges. Show any and all fines, restrictions, and confinement in detail.

31. Are you currently a member of the Armed Forces Reserves? _____ If yes, list the Branch _____ Beginning service date _____ Rank _____

AUTOMOBILE & DRIVER'S LICENSE:

32. If you own a vehicle, or have regular use of a vehicle, complete the following:

Make _____ Model _____ Year _____ Color _____ License _____
Make _____ Model _____ Year _____ Color _____ License _____

33. Have you ever been licensed to drive in another state? _____ If yes, provide driver's license number, state and expiration date:

34. List any traffic accidents in which you were involved. Also, list any tickets you have received.

Date	City & State	Offense	Disposition
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LIFESTYLE:

It is important to remember that you will be disqualified if you have used illegal drugs within two years from the date on this application. You will be polygraphed based on the facts recorded.

35. Indicate if you have ever tried or used any of the following:

Marijuana	yes ___ no ___	Heroin	yes ___ no ___
Cocaine	yes ___ no ___	Inhalants	yes ___ no ___
Any other illegal drugs	yes ___ no ___		

36. Have you ever tried or used, other than in accordance with a physician's prescription or order, any of the following:

Amphetamines	yes ___ no ___	Barbiturates	yes ___ no ___
Other prescription drugs	yes ___ no ___		

37. Have you ever been involved in the illegal purchase, manufacture, trafficking, production, or sale of any narcotic, depressant, stimulant, hallucinogen, or cannabis? _____

If yes, give details: _____

38. Are you now or have you ever been a member of or supported any subversive, revolutionary, or terrorist group? _____ If yes, please give details below:

39. Have you ever been **arrested for any law violation** including juvenile arrests and/or contacts, been issued a misdemeanor summons, or booked with a misdemeanor or felony? _____

40. Have you ever been **convicted for any violation** other than traffic violations? _____

41. If your answer is “yes” to either of the two questions above, list details, including date, location, agency, charge, disposition, etc. It is also required that an Expungement for each arrest be attached to the application.

RESIDENCE RECORD:

42. List the addresses you have resided at in the past ten years:

1) Address _____ from _____ to _____

2) Address _____ from _____ to _____

3) Address _____ from _____ to _____

4) Address _____ from _____ to _____

5) Address _____ from _____ to _____

43. Explain your reasons for wanting to be an employee of this Office.

ABILITIES:

44. Special abilities: Firearms____ Legal____ Automotive____ Accounting____ Artwork____
Karate _____ Construction _____ Aviation _____ Photography _____ Identification _____
Foreign language _____ Computer skills _____ Business Machines _____ Typewriter_____
Other_____

REFERENCES:

45. List below four of your close friends and associates. All information must be included.

Name	Address	Home Phone #	Place of Employment	Work Phone	Known How Long
1.					
2.					
3.					
4.					

I understand that all employees of the Sheriff's Office (unless the contrary is provided for in writing signed by the Sheriff with respect to a specifically named employee) are employed without a fixed term of employment and are subject to termination by the Sheriff without cause at any time. No provisions contained in any employee manual or elsewhere, including but not limited to expiration dates on commissions or provisions regarding suspension, dismissal or other disciplinary action with respect to any employee, shall be construed in any manner to restrict, modify or abrogate in any way the Sheriff's right to terminate any employee at will without cause nor should they be construed to constitute in any manner an employment for any specific or fixed period of time or to establish any rights to employment of any kind whatsoever, including but not limited to the right to be dismissed only for cause.

I CERTIFY THAT THE STATEMENTS ABOVE ARE TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ALL STATEMENTS WILL BE INVESTIGATED FOR ACCURACY AND BASED ON THE FACTS RECORDED, I WILL BE POLYGRAPHED. I REALIZE THAT ANY MISSTATEMENT ON MY PART MAY BE CAUSE FOR MY REJECTION OR DISMISSAL.

(Applicant's signature)
EBRSO 05/27/08

(Date)



SHERIFF
East Baton Rouge Parish
Post Office Box 3277
Baton Rouge, La. 70821

SID J. GAUTREAU, III
SHERIFF

Human Resources (225) 389-5163

AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION

I have applied for employment with the East Baton Rouge Sheriff’s Office and affirm that all of the statements of fact contained in my application are true and correct to the best of my knowledge, information and belief.

I authorize and request any person having information necessary to this application to release said information to the East Baton Rouge Parish Sheriff’s Office. This release includes, but is not limited to, private and governmental physicians and hospitals; local state and federal law enforcement and prosecuting officers; local state and federal court personnel; any employer, private company or governmental agency which has provided, is providing, or may provide, medical or monetary benefits.

I specifically authorize the East Baton Rouge Sheriff’s Office to obtain a copy of my credit report for review and consideration as part of the applicant selection process.

By virtue of this document, I expressly waive and release any person including any professional with whom I may have a confidential relationship, and authorize them to release and provide any information such as that person might have relative to this application.

I hereby release and hold harmless the East Baton Rouge Sheriff’s Office and its agents from any and all liability whatsoever arising as a consequence of my participation in any of the pre-employment and post-employment hiring process of the East Baton Rouge Sheriff’s Office including, but not limited to, my participation in polygraph exams and/or physical assessment.

A photocopy of this release will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature _____ Date _____

Address _____

Social Security Number ____/____/_____



SHERIFF
East Baton Rouge Parish
Post Office Box 3277
Baton Rouge, La. 70821

SID J. GAUTREUX, III
SHERIFF

Human Resources (225) 389-5163

Fair Credit Reporting Act
Disclosure Notice

Applicant:

This is to inform you that as part of the selection process of applicants for employment with the East Baton Rouge Sheriff’s Office, the Sheriff’s Office will obtain a copy of your credit report from the Credit Bureau of Baton Rouge.

Your credit report will be reviewed and may be a factor for consideration in the applicant screening process.

Acknowledgement:

I acknowledge that I have read and understand and have received a copy of the above Disclosure Notice.

Applicant Signature

Date



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Applicant Copy