

# TANGIPAHOA PARISH SHERIFF'S OFFICE APPLICATION FOR EMPLOYMENT

Daniel H. Edwards, Sheriff



**INSTRUCTIONS:**

This application form is intended for use in evaluating your BASIC qualifications for employment. Completing this form does not constitute an offer of employment, does not guarantee an offer of employment will be made nor does it constitute an employment contract. Answer all questions completely and accurately. Any intentional false or misleading statements made on this form or during any employment interviews and/or testing are grounds for terminating the application process or, if discovered after employment, terminating employment. All qualified applicants will receive consideration without regard to sex, marital status, race, age, creed, national origin or the presence of disabilities. Individuals selected for further processing will be required to provide more detailed, additional background and personal data. Additional testing of job-related skills, physical and psychological fitness for duty may be required. Testing for the presence of drugs/alcohol in your body will be required prior to and during employment.

PERSONAL	Position Desired		Today's Date
	Last Name	First	Middle
	Home Phone ( )		
	Street Address		Other Contact Phone Number ( )
	City, State, Zip		How long at present address? Years
	Previous Address		How long at previous address? Years
	Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No
	Gender (Optional - For tracking only unless required in the job) <input type="checkbox"/> Male <input type="checkbox"/> Female		Race (Optional - For tracking only) <input type="checkbox"/> Asian <input type="checkbox"/> Hispanic <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Other
	E-mail Address (Optional)	Preferred mode of communication <input type="checkbox"/> Phone <input type="checkbox"/> Email	*If an employment offer is made, you must provide proof of United States citizenship or eligibility to work in the United States.

	Level	Name and Location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
EDUCATION	High School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Technical School				<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Other				<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER	Please list any other special training or skills (languages, machine operations, etc.) you have completed:					



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M I L I T A R Y	<b>Instructions: Complete this section only if you have served in the U.S. Armed Forces.</b>	
	Describe your duties and any special training:	Branch of Service
		Period of Active Duty (Month & Year)
		From _____ To _____
		Rank at Discharge
	Date of Final Discharge	

<b>The information requested below is needed for a legally permissible reason, including a legitimate occupational qualification or business necessity.</b>	
L E G A L	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, with what company or employer?
	Have you been convicted of a crime (juvenile, felony, misdemeanor), excluding minor traffic offenses, which have not been annulled, expunged or sealed by a court of law? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe in full, including City, State, Year, and Charge:
	Do you have any criminal charges (felony, misdemeanor, traffic) currently pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe in full, including City, State, Year, and Charge:
	State names of relatives and friends working for the Tangipahoa Parish Sheriff's Office:

<b>Instructions: List three (3) individuals familiar with your work ability. Do not include relatives.</b>		
<b>Name</b>	<b>Address/Phone</b>	<b>Years Known/Relationship</b>
1.		
2.		
3.		

**CERTIFICATION & RELEASE**

I certify that the answers given by me to each and every one of the foregoing questions are complete and true to the best of my knowledge and belief. I understand that any false information, omissions or misrepresentations of facts in this application may result in rejection of my application or, if I am eventually selected for employment, subject me to immediate discharge. I authorize the Tangipahoa Parish Sheriff's Office, including consumer reporting bureaus, to conduct a background investigation and verify any of this information. I authorize all former employers, neighbors, co-workers, associates, family members, friends, schools, companies, and law enforcement authorities to release any information concerning my background. I hereby release any such person, schools, companies and law enforcement authorities from any liability for any damage whatsoever for complying with requests for information in connection with this employment application. I also understand that the use of illegal drugs is prohibited during employment request for information in connection with this employment application. I also understand that the use of illegal drugs is prohibited during employment with the Tangipahoa Parish Sheriff's Office. In connection with this application, I am willing to submit to drug testing to detect the use of illegal drugs and alcohol, and to physical and psychological fitness testing/exams. If I am selected for employment, I am willing to submit to drug testing to detect the use of illegal drugs and alcohol at anytime during my employment, and any fitness for duty tests/exams.

SIGNATURE	DATE
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