

APPLICATION FOR EMPLOYMENT

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INSTRUCTIONS:

TANGIPAHOA PARISH SHERIFF'S OFFICE

Daniel H. Edwards, Sheriff

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 interview 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 may be required. Testing for the presence of drugs/alcohol in your body will be required prior to and during employment.

P E R S O N A L	Last Name First Middle		Today's Date
	Street Address		Home Phone () -
	City, State, Zip		Business Phone () -
	What was your previous address?		How long at present address? _____ Years
	Sex [] Male [] Female	Are you 18 years of age or older? [] Yes [] No	How long at previous address? _____ Years
	Have you ever applied for employment with us? [] Yes [] No		Social Security No.
	Position Desired?		Pay Expected
	Are you legally eligible for employment in the United States? [] Yes [] No		
Other special training or skills (languages, machine operations, etc.)			
How did you learn of our organization?			

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	COURSE OF STUDY	NO. OF YEARS COMPLETED	DID YOU GRADUATE?	DEGREE OR DIPLOMA
	College				[] Yes [] No	
	High				[] Yes [] No	
	Elementary				[] Yes [] No	
	Other				[] Yes [] No	

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M I L I T A R Y	COMPLETE THIS SECTION IF YOU HAVE SERVED IN THE U.S. ARMED FORCES	Branch of Service
	Describe your duties and any special training	Period of Active Duty (Month & Year) From To
		Rank at Discharge
		Date of Final Discharge

The information requested below is needed for a legally permissible reason, including a legitimate occupational qualification or business necessity.

<input type="checkbox"/>	Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, with what company or employer?
<input type="checkbox"/>	Have you been convicted of a crime (juvenile, felony, misdemeanor), excluding minor traffic offenses, which has not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, describe in full, including City, State, Year, and Charge.
<input type="checkbox"/>	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, Charge.
<input type="checkbox"/>	State names of relatives and friends working for the Tangipahoa Parish Sheriff's Office.

REFERENCES Include only individuals familiar with your work ability. Do not include relatives.

NAME	ADDRESS/PHONE	YEARS KNOWN/RELATIONSHIP
1.		
2.		

CERTIFICATION AND 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 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. 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.

SIGNATURE	DATE
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