

HOW TO CREATE YOUR ONLINE APPLICATION

Step 1: Go to www.brla.gov/jobs

The screenshot shows the homepage of the City of Baton Rouge Self Service Portal. At the top, there is a blue header with the City of Baton Rouge logo on the left and "Munis Self Service" on the right. Below the header, the page is divided into two main sections. On the left, there is a large "BR" logo and the text "CITY OF BATON ROUGE" and "PARISH OF EAST BATON ROUGE". Below this, a blue banner reads "Welcome to the new City of Baton Rouge/Parish of East Baton Rouge Self Service Portal". Underneath the banner, there is a paragraph of text explaining the system upgrade and providing instructions for new and returning users. A list of tips for success when applying online is also provided. On the right side of the page, there is a vertical navigation menu with links for "Home", "Employment Opportunities", and "Vendor Self Service". Below the text, there is a search bar and a table with columns for "Positions Available" and "Special Requirements/Notes". The text "SELECT APPLY TO CREATE YOUR ONLINE APPLICATION" is visible in the table, and a blue "Apply" button is located below it.

Step 2: To create your online application Applicant Profile, navigate to the “**ALL JOBS**” tab section under “**POSITIONS AVAILABLE**” there will be a phrase that reads “**SELECT APPLY TO CREATE YOUR ONLINE APPLICATION**”. Click on “**APPLY**” to start the application process.

This is a close-up screenshot of the job listing table from the previous image. The table has two columns: "Positions Available" and "Special Requirements/Notes". In the "Positions Available" column, the text "SELECT APPLY TO CREATE YOUR ONLINE APPLICATION" is highlighted with a red rectangular box. Below this text, in the "Special Requirements/Notes" column, there is a blue "Apply" button. A red arrow points upwards from the bottom of the page towards the "Apply" button.

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Step 3: On the “Applicant Login” page, click on “CREATE A NEW ACCOUNT”

Applicant Login

Log in to access your profile information.

Don't have an account? [Create a new account.](#)

First name*

Last name*

Zip Code*

PIN*

[Click here for PIN reminder](#)

Step 4: To create an account, please enter your **FIRST NAME, LAST NAME, ZIP CODE,** and **EMAIL ADDRESS.** Enter the **validation number** (in **blue** text) as it appears on screen. Once completed click on the “**CREATE ACCOUNT**” tab.

Create Account

First name *

Last name *

Zip Code *

Email *

Enter these validation numbers into the box below them

Step 5: The system will generate a unique **PIN number.** Please record this number. **You will be required to have it each time you access the system.** After the pin number is recorded click on “**continue**” tab to move to the next step of the application process.

Create Account

A PIN is required to access your account in the future. Your PIN is 11.

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Step 6: Read the application instructions.



CITY OF BATON ROUGE
PARISH OF EAST BATON ROUGE

EMPLOYMENT APPLICATION

APPLICATION INSTRUCTIONS

GENERAL INFORMATION

- THIS APPLICATION IS CONSIDERED A TEST AND WILL BE GRADED. FOR POSITIONS REQUIRING A WRITTEN EXAM, THE APPLICATION IS GRADED ONLY AFTER PASSING THE WRITTEN EXAM. PICTURE IDENTIFICATION AND PROOF OF SOCIAL SECURITY NUMBER ARE REQUIRED FOR ENTRY TO ALL TESTS. FOR TESTING INFORMATION, VISIT WWW.BRLA.GOV/1144/EMPLOYMENT-RESOURCES.
- PLEASE READ THE JOB ANNOUNCEMENT BEFORE APPLYING. APPLY FOR POSITIONS ONLY IF YOU MEET THE REQUIREMENTS. WE CANNOT WAIVE REQUIREMENTS.
- IF APPLYING FOR A POSITION THAT REQUIRES A DEGREE OR USING EDUCATION TO SUBSTITUTE FOR EXPERIENCE, YOUR TRANSCRIPT MUST BE ATTACHED TO YOUR APPLICATION PRIOR TO SUBMISSION.
- IF APPLYING FOR A POSITION THAT REQUIRES A LICENSE OR CERTIFICATION, A CURRENT LICENSE/CERTIFICATION MUST BE ATTACHED PRIOR TO SUBMITTING YOUR APPLICATION TO BE CONSIDERED FOR EMPLOYMENT (E.G. DRIVER'S LICENSE, EMT, CPA).
- YOUR APPLICATION AND ATTACHMENTS MUST BE RECEIVED BY THE ANNOUNCED DEADLINE. THIS APPLICATION INCLUDES THE OPTION TO ATTACH DOCUMENTS.
- YOU MUST SELECT "SUBMIT APPLICATION" TO APPLY FOR A POSITION.
- YOU MUST APPLY FOR EACH POSITION OF INTEREST.
- PROVIDE ACCURATE AND COMPLETE INFORMATION REGARDING EMPLOYMENT, EDUCATION, SKILLS, ETC.
- WHEN APPLYING FOR REEMPLOYMENT, COMPLETE THE REEMPLOYMENT FORM LOCATED AT [HTTPS://WWW.BRLA.GOV/284/EMPLOYMENT-APPLICATION](https://www.brla.gov/284/EMPLOYMENT-APPLICATION) AND ATTACH TO YOUR APPLICATION. THE REEMPLOYMENT FORM MUST BE ATTACHED TO YOUR APPLICATION FOR EACH ELIGIBLE POSITION.
- PRIOR TO OFFICIAL JOB OFFER, CRIMINAL RECORD CHECKS WILL BE RUN ON ALL APPLICANTS NOT CURRENTLY EMPLOYED WITH THE CITY-PARISH GOVERNMENT. THE FOLLOWING INFORMATION IS REQUIRED FOR CRIMINAL RECORD CHECKS TO BE RUN: SOCIAL SECURITY NUMBER, BIRTH DATE, DRIVER'S LICENSE NUMBER AND STATE IN WHICH IT WAS ISSUED, CITY AND STATE OF EVERY EMPLOYER.

EMPLOYMENT HISTORY

- THIS INFORMATION WILL BE REVIEWED TO DETERMINE IF YOU QUALIFY FOR THE POSITION. FOR SOME POSITIONS, THIS SECTION WILL BE SCORED TO DETERMINE PART OF OR YOUR ENTIRE GRADE. YOU MUST COMPLETE ALL FIELDS. INCOMPLETE WORK HISTORY WILL NOT BE EVALUATED AND MAY RESULT IN YOUR APPLICATION BEING REJECTED.

Step 7: After reading the instructions, click on “next section” tab to start the application process.



Step 8: Fill out the fields in the “General Information” section. Once completed,click on the “Next Section” tab to move to the next section of the application.

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Please complete all the required fields in this section.

GENERAL INFORMATION

FIRST NAME JANNIE	LAST NAME DOE	MIDDLE NAME	SUFFIX
PRIOR LAST NAME	PRIOR FIRST NAME	CITY-PARISH EMPLOYEE NUMBER	
MAILING ADDRESS LINE 1 *	MAILING ADDRESS LINE 2	CITY *	STATE *
DO YOU LIVE IN EAST BATON ROUGE PARISH *	ZIP CODE 70802	[please select]	
HOME PHONE	CELL PHONE	WORK PHONE	
EMERGENCY PHONE			
DRIVER'S LICENSE NUMBER	DRIVER'S LICENSE STATE	DRIVER'S LICENSE EXPIRATION	
DRIVER'S LICENSE CLASS	DRIVER'S LICENSE ENDORSEMENT		
IF YOU ARE A VETERAN SELECT YES. SELECT DISABLED VETERAN IF APPLICABLE (MUST PROVIDE DD214 & PROOF OF SERVICE DISABILITY)			
ARE YOU ELIGIBLE TO WORK IN THE USA? (FOR NON CITIZENS, YOUR AUTHORIZATION TO WORK ISSUED BY THE U.S. IMMIGRATION AND NATURALIZATION SERVICE MUST BE SUBMITTED BEFORE HIRE) *			

DRIVER'S LICENSE NUMBER 00000000	DRIVER'S LICENSE STATE LOUISIANA	DRIVER'S LICENSE EXPIRATION 08/30/2018
DRIVER'S LICENSE CLASS PRIVATE VEHICLE	DRIVER'S LICENSE ENDORSEMENT	
IF YOU ARE A VETERAN SELECT YES. SELECT DISABLED VETERAN IF APPLICABLE (MUST PROVIDE DD214 & PROOF OF SERVICE DISABILITY)		
YES		
ARE YOU ELIGIBLE TO WORK IN THE USA? (FOR NON CITIZENS, YOUR AUTHORIZATION TO WORK ISSUED BY THE U.S. IMMIGRATION AND NATURALIZATION SERVICE MUST BE SUBMITTED BEFORE HIRE) *		
Yes No		
DO YOU NOW HOLD OR ARE YOU A CANDIDATE FOR AN ELECTIVE PUBLIC OFFICE? *		
Yes No		

ARE YOU A CURRENT CITY-PARISH EMPLOYEE? <input type="radio"/> Yes <input checked="" type="radio"/> No	IF YES, PROVIDE CURRENT DEPARTMENT/DIVISION NAME
ARE YOU A FORMER CITY-PARISH EMPLOYEE? <input type="radio"/> Yes <input checked="" type="radio"/> No	IF YES, PROVIDE LAST DATE OF EMPLOYMENT AND DEPARTMENT/DIVISION
LAST EMPLOYMENT DATE WITH CITY-PARISH	
DO YOU HAVE RELATIVES WORKING FOR THE CITY-PARISH GOVERNMENT? <input type="radio"/> Yes <input checked="" type="radio"/> No	
IF YES, PROVIDE RELATIVE'S NAME, RELATIONSHIP AND DEPARTMENT	

<< Previous Section Next Section >> Save for Later

- ! Any field notated with a **red (*)** is a required field.
- ! At anytime during the process of completing the employment application, you may stop and resume completion later by clicking on the **“save for later”** tab.
- ! For positions requiring a valid driver's license or Commerical Driver's License (CDL), you must complete all fields related to driver's license and attach a front image copy of your license. Failure to provide proof of license may result in your application being rejected for the position.

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Step 9: Fill out the fields in “**Employment History**” section. To add additional jobs click on the “**Add Another**” link, you can also select “**Remove Section**” to delete any added sections. Some fields on the Employment History section are mandatory (the red(*) astericks will appear once you input a job title.)

After you have completed your employment history, click on the “**Next Section**” tab to move to the next section.

EMPLOYMENT HISTORY

JOB TITLE

START DATE

END DATE (STILL EMPLOYED ENTER 12/31/9999)

AVERAGE HOURS WORKED PER WEEK

EMPLOYER NAME

EMPLOYER STREET ADDRESS

EMPLOYER CITY

EMPLOYER STATE

EMPLOYER TELEPHONE NUMBER

NAME AND JOB TITLE OF IMMEDIATE SUPERVISOR

WAS THIS A PAID JOB OR VOLUNTEER WORK?

REASON FOR LEAVING, IF APPLICABLE

MAY WE CONTACT THIS EMPLOYER?
 Yes No

DESCRIBE JOB DUTIES & INCLUDE DETAILS SUCH AS: PEOPLE OR PROJECT SUPERVISION, NUMBER SUPERVISED, COMPUTER SOFTWARE USED, EQUIPMENT & TOOLS USED, GUIDELINES FOLLOWED, DECISIONS MADE, REPORTS COMPLETED, CUSTOMER SERVICE SPECIFICS, AGE GROUPS SERVED, ETC.

[Add Another](#)

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- ❗ **DO NOT** use pre-printed job descriptions.
- ❗ **DO NOT** attach resumes to replace completing the Employment History section of your application. Resumes are not evaluated for qualifications.
- ❗ Failure to provide a sufficient description of job duties may result in your application being rejected for the position.

Step 10: Fill out the fields in the “**Educational Information**” section. After you have listed all the desired information click on the “**Next Section**” tab to move to the next section.

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ELEMENTARY AND HIGH SCHOOL EDUCATION

HIGHEST GRADE COMPLETED *

[please select] ▼

HIGH SCHOOL DIPLOMA OR EQUIVALENT *

Yes No

HIGH SCHOOL, JR HIGH, OR ELEMENTARY - SCHOOL NAME *

SCHOOL LOCATION

SELECT HIGH SCHOOL COURSES COMPLETED

BIOLOGY

BOOKKEEPING

VO-TECH, COLLEGE, AND UNIVERSITY EDUCATION

COLLEGE OR UNIVERSITY NAME

CITY

STATE

CREDIT HOURS EARNED

SEMESTER OR QUARTER HOURS

DEGREE EARNED

DEGREE MAJOR

DEGREE MINOR

[Add Another](#)

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Save for Later

- ❗ For proof of educational achievements you are required to attach education documents, or your application may be reject for the position.
- ❗ If your College/University Name, degree major or degree minor is not listed, select **OTHER**.

Step 11: Fill out the fields in **Language and Professional Skills, Certifications and Professional Licenses, and Professional Development Courses** section. After you have listed all the desired information click on the **“Next Section”** tab to move to the next section.

- ❗ For proof of certifications, professional licenses, and completion of non City-Parish Professional Development Courses, you are required to attach your license/certificate or your application may be rejected for the position.
- ❗ Attach your course transcript only for City-Parish training courses completed prior to January 1, 2019.
- ❗ If your certification or professional license is not listed, select OTHER.

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LANGUAGE AND PROFESSIONAL SKILLS

IF BILINGUAL, SELECT LANGUAGES SPOKEN FLUENTLY.

SPANISH

FRENCH

CERTIFICATIONS AND PROFESSIONAL LICENSES

IF POSITION REQUIRES A LICENSE OR CERTIFICATION, MUST PROVIDE ACTIVE LICENSE/CERTIFICATION WITH APPLICATION.

CERTIFICATION TYPE

CERTIFICATION AREA

EFFECTIVE DATE

EXPIRATION DATE, IF NO EXPIRATION ENTER 12/31/9999

CERTIFICATION TYPE

CERTIFICATION AREA

EFFECTIVE DATE

EXPIRATION DATE, IF NO EXPIRATION ENTER 12/31/9999

[Add Another](#)

PROFESSIONAL DEVELOPMENT COURSES

PROVIDE INFORMATION ON NON CITY-PARISH TRAINING COURSES ONLY. MUST PROVIDE COURSE COMPLETION CERTIFICATE.

PROVIDE NAMES OF ALL COMPLETED COURSES

Step 12: Fill out the fields in the “Equipment Skills” section. (Optional)

This section is **ONLY** required for applicants who are applying for the following classifications:

- Maintenance Worker I, II or III
- Heavy Equipment Operator
- Maintenance Worker Supervisor I or II

After you have listed all the desired information click on the **Next Section Tab** to move to the next section. To save the application and continue later click on the **Save for Later** tab.

- ! You must include using the selected equipment in your Employment History.

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EQUIPMENT SKILLS

ONLY COMPLETE THIS SECTION IF APPLYING FOR THE FOLLOWING POSITIONS: HEAVY EQUIPMENT OPERATOR, MAINTENANCE WORKERS I, II, AND III, OR MAINTENANCE WORKER SUPERVISORS I & II. A BRIEF DESCRIPTION ON USING THE EQUIPMENT MUST BE INCLUDED IN YOUR EMPLOYMENT HISTORY.

EQUIPMENT SKILLS

SELECT EQUIPMENT

YEARS OF EXPERIENCE USING EQUIPMENT

EMPLOYER NAME

SELECT EQUIPMENT SKILLS

SELECT EQUIPMENT

YEARS OF EXPERIENCE USING EQUIPMENT

EMPLOYER NAME

[Add Another](#)

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Save for Later

Step 13: Fill out the fields in the “**Applicant Data**” section. After you have completed this section, click on the “**Next Section**” tab to move to the next section. To save the application and continue later click on the **Save for Later** tab.

APPLICANT DATA

THE INFORMATION REQUESTED IN THE FOLLOWING QUESTIONS WILL NOT AFFECT YOU AS AN APPLICANT. THIS INFORMATION WILL BE USED TO DETERMINE IF OUR RECRUITMENT EFFORTS ARE REACHING ALL SEGMENTS OF THE COMMUNITY, TO MEET FEDERAL EEO REPORTING REQUIREMENTS, AND TO CONDUCT BACKGROUND CHECKS. WHEN RECEIVING A CONDITIONAL JOB OFFER, YOUR SOCIAL SECURITY NUMBER WILL BE REQUIRED TO COMPLETE PRE-EMPLOYMENT TESTING.

SOCIAL SECURITY NUMBER (XXX-XX-XXXX)

DATE OF BIRTH (MM/DD/YYYY)

GENDER

ETHNICITY

HISPANIC OR LATINO (IF YES, DO NOT SELECT A RACE)

Yes No

RACE (SELECT ONE)

AMERICAN INDIAN OR ALASKAN NATIVE

ASIAN

BLACK OR AFRICAN AMERICAN

NATIVE HAWAIIAN OR PACIFIC ISLANDER

WHITE

TWO OR MORE RACES

HOW DID YOU LEARN ABOUT THIS JOB?

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Save for Later

Step 14: Fill out the fields in the “**Reference**” section. After you have completed this section, if you have any relevant documents you may attach in a single or multiple files under the application attachment sections.

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REFERENCES
Please limit to (3) references.

REFERENCE NAME PHONE NUMBER

NAME PHONE NUMBER

[Add Another](#)

MUST PROVIDE REQUIRED DOCUMENTS TO BE CONSIDERED FOR EMPLOYMENT

APPLICATION ATTACHMENTS
PROVIDE APPLICATION DOCUMENTS, SUCH AS: DIPLOMAS, TRANSCRIPTS, LICENSES, CERTIFICATIONS, COURSE CERTIFICATES, DD214, PROOF OF VOLUNTEER WORK, CITY-PARISH PROOF OF WORKING OUT OF CLASS, ETC. YOU MAY PROVIDE ALL ATTACHMENTS IN A SINGLE OR MULTIPLE FILES.

ATTACHMENTS
Attachments: [Browse...](#)

ATTACHMENTS
Attachments: [Browse...](#)

[Add Another](#)

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Step 18: To upload or attach documents, click on the **“Browse”** tab under **Attachments** to *upload* supporting documentation that is relevant to the job application.

- ❗ **Examples of supporting documents include: educational documents (diplomas, degrees, transcripts) volunteer letters, DD-214, certifications, licenses, course completion certificates City-Parish course transcripts, or any other documents that may be relevant to the application process.**

ATTACHMENTS
Attachments: [Browse...](#) 

ATTACHMENTS
Attachments: [Browse...](#)

[Add Another](#)

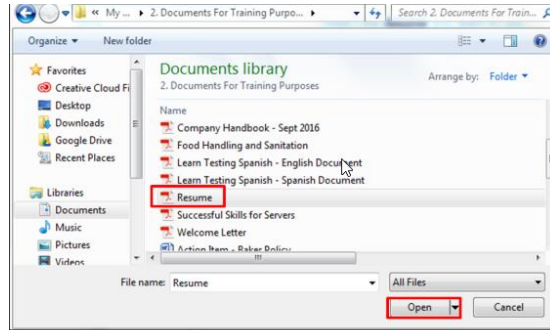
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Step 19: Select the file from your computer, and then click open to upload the document(s). Once this step is completed the attachment will show.

If the wrong attachment was selected you can click on **“remove”** and redo the process. If additional attachments need to be uploaded repeat the process by clicking on **“Add Another”**.

Once document upload is complete click on the **“Next Section”** tab to move to the next section.

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ATTACHMENTS
resume.docx [Remove](#)

ATTACHMENTS
Attachments:

[Add Another](#)

Step 20: Read and review the **Conditions of Employment Statement**. Then click on the **“Review Application”** tab to review the application.

PLEASE READ THE FOLLOWING STATEMENT

CONDITIONS OF EMPLOYMENT STATEMENT

UNDER PENALTIES OF PERJURY, I DECLARE THAT MY ANSWERS TO THE QUESTIONS ON THIS APPLICATION AND ANY NECESSARY EXAMINATIONS AND SUPPLEMENTS ARE TRUE AND GIVE THE CITY OF BATON ROUGE THE RIGHT TO INVESTIGATE ALL INFORMATION GIVEN AND TO SECURE ADDITIONAL APPROPRIATE INFORMATION IF NECESSARY. I UNDERSTAND THAT AN INVESTIGATIVE REPORT MAY BE MADE FROM INFORMATION OBTAINED THROUGH PERSONAL INTERVIEWS WITH OTHERS. I UNDERSTAND THAT THIS INQUIRY MAY INCLUDE INFORMATION AS TO MY PERSONAL CHARACTERISTICS, EMPLOYMENT VERIFICATION, CREDENTIAL VERIFICATION, PERSONAL IDENTITY VERIFICATIONS, REFERENCE CHECKS, CRIMINAL RECORDS, MOTOR VEHICLE RECORDS, AND APPROPRIATENESS FOR EMPLOYMENT. IN ACCORDANCE WITH THE LAW AND MY UNDERSTANDING OF THIS STATEMENT, I AUTHORIZE MY CURRENT AND FORMER EMPLOYERS TO GIVE ANY INFORMATION REGARDING MY EMPLOYMENT, TOGETHER WITH ALL INFORMATION REGARDING ME, AND HEREBY RELEASE FROM ALL LIABILITY OR RESPONSIBILITY ALL PERSONS, COMPANIES, OR CORPORATIONS FURNISHING SUCH INFORMATION IN GOOD FAITH. I ALSO AUTHORIZE THE RELEASE OF MY SCHOLASTIC RATINGS TO THE CITY OF BATON ROUGE BY SCHOOLS AND OTHER EDUCATION INSTITUTIONS THAT I HAVE ATTENDED.

I UNDERSTAND THAT THE COMPLETION OF THIS APPLICATION DOES NOT ASSURE ME OF A POSITION WITH THE CITY OF BATON ROUGE AND DOES NOT OBLIGATE THE CITY OF BATON ROUGE TO ME IN ANY WAY. I FURTHER UNDERSTAND THAT ANY MISREPRESENTATION HEREIN WILL CAUSE MY APPLICATION TO BE REJECTED, MY NAME TO BE REMOVED FROM THE ELIGIBLE REGISTER AND/OR SUBJECT ME TO DISMISSAL. CANDIDATES SELECTED FOR HIRE MUST PASS A PHYSICAL AND DRUG SCREEN PRIOR TO EMPLOYMENT. I AM AWARE THAT THE RESULTS WILL BE MADE AVAILABLE TO THE HUMAN RESOURCES DIRECTOR OR A DULY AUTHORIZED REPRESENTATIVE. THE CITY OF BATON ROUGE IS COMMITTED TO A DRUG FREE WORK PLACE TO PROTECT THE SAFETY OF WORKERS AND THE PUBLIC AND WILL COMPLY WITH THE FEDERAL DRUG FREE WORK PLACE ACT.

I UNDERSTAND THAT THIS APPLICATION, EXAM DOCUMENTS AND ATTACHMENTS BECOME A PART OF THE CITY OF BATON ROUGE RECORDS AND WILL NOT BE RETURNED, REUSED OR COPIED FOR ME ONCE SUBMITTED. (IT IS RECOMMENDED THAT YOU PRINT A COPY OF THIS APPLICATION AFTER SUBMITTING IT TO THE HUMAN RESOURCES DEPARTMENT.) I AM ALSO AWARE THAT MY APPLICATION IS SUBJECT TO THE LOUISIANA OPEN RECORDS LAW AND MAY BE RELEASED AS A PUBLIC DOCUMENT.

THIS POSITION IS SUBJECT TO A BACKGROUND CHECK FOR ANY CONVICTIONS RELATED TO ITS RESPONSIBILITIES AND REQUIREMENTS. EMPLOYMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION INCLUDING CRIMINAL HISTORY. CRIMINAL HISTORY WILL NOT AUTOMATICALLY DISQUALIFY A CANDIDATE.

Step 21: Finalize the application. This is the final review before submission.

Step 22: Click on the **“Submit Application”** tab to finalize the application submission process.


BY SUBMITTING MY APPLICATION, I CERTIFY, AUTHORIZE AND ACKNOWLEDGE THE ABOVE STATEMENTS AND DECLARE THAT I HAVE READ THE APPLICATION INSTRUCTIONS.

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Step 23: Once the “submit application” tab has been selected, the user will see a **confirmation message confirming the application has been submitted *successfully***.

Employment Opportunities

 Your application has been submitted. Thank you for your interest. 

-  For information on how to **edit and/or** change your application profile please see the step by step guide entitled “**How To Edit Your Profile**” for your employment application.