

EMPLOYMENT APPLICATION

City of Baton Rouge/Parish of East Baton Rouge



**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 test.)

**Photo ID and social security card are required
for entrance to all tests.**

Please be detailed with your
job descriptions and skills used on the job.

Read all instructions, and sign and date page 7.

If you have a scanner on your phone, scanning the code on the right will direct you to the employment application online.



City of Baton Rouge/Parish of East Baton Rouge

Employment Application Instructions

*Many applicants either have their applications rejected or their scores affected by application errors that may be avoided. The following information is an effort to help you avoid the most common mistakes. **Please read these instructions carefully before submitting your employment application.** Any misrepresentation in this application and/or attachments **WILL** cause your application to be rejected, your name to be removed from the eligible register and/or subject you to dismissal.*

➤ **General Information**

- **Please read the minimum requirements (and application notes if the job is posted) before applying.**
- Apply for positions **only** if you meet the minimum qualifications for the job. We cannot waive requirements.
- Type or print applications in blue or black ink.
- Application materials must be received by the announced deadline.
- Remember to sign and date your employment application and submit your driver's license and SS Card. Unsigned applications will be rejected.
- **A separate employment application is required for each job title for which you are applying.**
- Copies of applications are accepted as long as each copy is complete, legible and signed. **Keep a copy for yourself.**
- City-Parish applicants should provide accurate and complete application information regarding employment, education, criminal history, etc.
- Prior to 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: SSNO, birth date, driver's license and state in which it was issued, city and state of every employer.**
- Applications written in pencil or copies that are too light or damaged (bent, rolled, stained, etc.) are not acceptable.
- **Once submitted, your application and attachments will not be returned, reused or copied for you.**
- Customer parking is available in the Florida Street parking lot of the City-Parish building. Additional parking is available in the rear lot accessible from North 18th Street.

➤ **Testing Information**

Applications for positions requiring a written examination are submitted during test check-in (please refer to the test calendar.) **Picture identification and proof of social security number are required for entry to all tests.**

If you are applying for any classification that requires a degree or using education to substitute for experience a transcript is **required at the time of application.**

If you are applying for any classification that requires a certification the certification is **required at the time of application.**

Electronic devices are not allowed in the examination room. Examinees found with such a device after the start of the exam will be disqualified and banned from application for 1 year. Further infraction results in a 3 year ban.

The City of Baton Rouge is glad to provide reasonable accommodations to qualifying applicants. In advance of testing, please ask for a Reasonable Accommodation Request form if you wish to request an examination accommodation.

➤ **Veteran's Preference**

Please submit your DD214 and proof of service connected disability for veteran's preference points to be awarded. (Six months active duty, not for training, and honorable discharge required.)

➤ **Education, Certification and License Related Information**

Educational requirements are met only through accredited institutions. The institutions must be accredited by an agency recognized by the United States Department of Education. Foreign degrees must be converted.

In order for grading points to be credited, **education, certification and similar documents are required.** It is best to provide transcripts in case specific courses are needed. It is also beneficial to bring certificates/diplomas for short courses completed, such as software training, leadership courses, etc.

As you renew licenses and certifications, please bring in updated documentation.

If your college diploma does not specify what your major field of study was, please submit a transcript. Education points may be awarded, in many cases, only if the specific degree is indicated.

It is best to include all levels of higher education documentation because credit may be given for a specific bachelor's degree that would not be evident on a master's diploma.

Even if you did not complete college, it is still beneficial to submit a transcript of completed courses because partial credit may be awarded.

If you are applying for a position that requires a college degree and you either did not complete college, or completed but not in the required field, you must list your major undergraduate subjects and credit hours to be considered for admitting.

➤ **Employment Related**

Work history information is used to determine whether you qualify for the job for which you are applying. For some jobs, this section will also be scored to determine part of or your entire grade. To receive credit, you should fill out all blocks for each job listed.

Starting in Job 1, list all periods of employment, beginning with your present or most recent employer and work back.

Title of position held should be your official title and not a working title or multiple titles.

It is especially important that you fill out the beginning and ending dates (month/year) and the average number of hours worked per week for each job listed. If the hours varied, list a range such as "5-15" hours, or "20-40" hours. If you often worked overtime, "40+" is acceptable in the hours box.

If you held different jobs while working for the same employer (e.g. promotions), treat each change as a separate job using separate blocks and giving specific information for each change.

Also, describe in detail the specific duties beginning with your primary duties. Job descriptions should include types of software used, specific equipment operated, languages programmed, customer service specifics and other such details.

Preprinted job descriptions are not accepted in place of description of duties on the application form since they do not necessarily reflect your particular position. City-Parish employees should submit proof of working out of class where applicable.

For volunteer work, complete all applicable information and submit a letter on the organization's letterhead specifying the nature of the work, average number of hours worked per week and the beginning and ending dates.

Check your starting and ending dates for accuracy. Look for errors such as employed from 2/6/87-1/4/82 or a date of 14/2/93, or 6/8/19.

Please do not use abbreviations, acronyms or military jargon when describing your duties or listing your job title.

Include specific details such as software used, equipment operated, types of records maintained, etc.

If you cannot fit all the jobs you have held on this application form, ask for supplemental sheets for listing additional jobs (or copy any blank job page).

➤ **Application Supplements**

For applications requiring a supplemental questionnaire or experience form, the supplemental form should be consistent with the employment history in your employment application.

If a position requires a license or certification you must have an up-to-date license/certification (e.g. driver's license, EMT, LPN, Arborist) on file with the Human Resources Department to be considered for employment in that position.

Thank you for your interest in City-Parish employment and good luck in your employment search. 11/16/15

Employment Application



City of Baton Rouge – Parish of East Baton Rouge
 Department of Human Resources- Recruitment & Examination Division
 1755 Florida Street, Room 116 / PO Box 1471 / Baton Rouge, LA 70821
 Phone (225) 389-3132 / Fax (225) 389-4962
 Job Line (225) 344-4636*
 *(Current Openings-ext. 1603; Continuous Openings-ext.1604;Promotional Openings-ext. 1609)
 Web Address: www.brgov.com/dept/hr
 EEO/ADA Employer

>>> Please read employment application instructions before completing this form <<<

Position you are applying for:										
Check all that you may be interested in: Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Job-Share: <input type="checkbox"/>										
Last Name					First Name			Middle Initial		
Mailing Address					City			Parish You Live In		
State		Zip		Cell Telephone No.		Home Telephone No.		Business Phone No.		E-Mail Address
Driver's License #			State	Expiration Date			<input type="checkbox"/> Operators (Private Vehicle) <input type="checkbox"/> CDL (present copy to HR)		License Class ____	Endorsement ____
Are you claiming Veteran's Preference? (Attach a copy of DD214 and proof of service connected disability)										<input type="checkbox"/> Yes <input type="checkbox"/> No
Are any of your educational or employment records found under a different last name? If yes, please give the last name. <i>Previous Last Name</i>										<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently employed by City-Parish Government? If yes, please give: <i>Department/Division</i>										<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you a former employee of the City-Parish Government? If yes please give: <i>Last Date(s) of Employment Department / Division</i>										<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged or forced to resign from any position? If yes, please give employer, date and reason. <i>Employer Date and Reason</i>										<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any relatives working for the City-Parish Government? If yes, please complete the following: (Continue listing relatives on a separate page if necessary)										<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Name Relationship Department</i>										
If hired, are you authorized to work in the United States? For non citizens, a copy of your authorization to work issued by the U.S. Immigration and Naturalization Service must be submitted prior to appointment.										<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you now hold or are you a candidate for an elective public office?										<input type="checkbox"/> Yes <input type="checkbox"/> No
References										For Office Use Only: Date and Time Received Received by: []
Name					Telephone Number					

Reminder: With your application, bring transcripts, training certificates, licenses & certifications (e.g. driver's license, EMT, LPN, Arborist) and other documents as indicated in the application instructions. If a certification or license is renewed after submission of this application, please bring in your current documentation. **If you do not bring documentation of education and/or license(s) you may not be considered for interview.** An expired credential may result in you not being considered for a vacancy. Please refer to www.brgov.com/dept/hr for further information about hiring policies and procedures.

EDUCATION, TRAINING AND CERTIFICATIONS

Elementary and High School Education

Highest Grade Completed (choose one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	Do you have a: High School diploma <input type="checkbox"/> YES <input type="checkbox"/> NO or GED <input type="checkbox"/> YES <input type="checkbox"/> NO	Name and Location of Last School Attended (High School, Junior High or Elementary) Name: _____ Location: _____
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Indicate the **number** of high school courses completed in each subject: _____ algebra _____ biology _____ bookkeeping
 _____ calculus _____ geometry _____ trigonometry

Related Training (Correspondence, Business, Trades, Vocational, Armed Forces Schools, etc.-provide documentation with application)

Names and Locations of School	Dates Attended (Mo & Yr)		Courses/Subjects Completed	Credit Hours	Diplomas/Certificates Received
	From	To			

Colleges and Universities Attended (Undergraduate & Graduate)

****Must be from a recognized accredited school - Bring transcript with initial application****

Names and Locations of School(s)	Dates Attended (Mo & Yr)		Credit Hours		Degree Earned (e.g.BA/BS) List IF completed	Major	Minor
	From	To	Semester hrs	OR Quarter hrs			

Major Undergraduate College Subjects	Credit Hours		Major Graduate College Subjects	Credit Hours	
	Semester hrs	OR Quarter hrs		Semester hrs	OR Quarter hrs

Related Professional Licenses and Certifications (provide documentation with application)

License/Certification Issued By	Field/Trade Specialization	License or Certification Number	Issue Date	Expiration Date

SKILLS

<input type="checkbox"/> ORACLE	<input type="checkbox"/> Hansen	<input type="checkbox"/> Drafting	<input type="checkbox"/> Auto Cad	<input type="checkbox"/> Approach	<input type="checkbox"/> GIS	<input type="checkbox"/> Other software	Languages spoken and written FLUENTLY
Also include specific software experience in your job descriptions. Provide documentation of courses completed.						_____	_____
PC skills exams are offered for typing speed, Windows and other PC proficiencies. Please ask about PC skills testing if you are proficient in Word, Excel, Access, etc.						_____	_____

EMPLOYMENT HISTORY

May we contact your present employer? YES NO Comment:

1	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)	
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer (letter of proof needed)		Hours per Week	Name & Title of Immediate Supervisor	Telephone Number
Title of Position Held			Reason for Leaving	

Describe job duties & include details such as: people or project supervision, languages programmed, computer software used, equipment & tools used, guidelines followed, decisions made, reports completed, types of communications, customer service specifics, age groups served, industries worked in & other details that will provide for a clear understanding of your job. (DO NOT use pre-printed job descriptions.)

2	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)	
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer (letter of proof needed)		Hours per Week	Name & Title of Immediate Supervisor	Telephone Number
Title of Position Held			Reason for Leaving	

Describe job duties & include details such as: people or project supervision, languages programmed, computer software used, equipment & tools used, guidelines followed, decisions made, reports completed, types of communications, customer service specifics, age groups served, industries worked in & other details that will provide for a clear understanding of your job. (DO NOT use pre-printed job descriptions.)

2	Starting Date month / day / year	Ending Date month / day / year	Employer/Company Name and address (city and state are required)	
<input type="checkbox"/> Paid Work <input type="checkbox"/> Volunteer (letter of proof needed)		Hours per Week	Name & Title of Immediate Supervisor	Telephone Number
Title of Position Held			Reason for Leaving	

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 make a copy of this application for yourself before 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.

Please read the minimum requirements (and application notes if the job is posted) before applying.

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.

By my signature, I certify, authorize and acknowledge the above statements and declare that I have read the application instructions.

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Signature

Date

Social Security Number

(Unsigned applications will not be considered)

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.

Last Name		First Name			Middle Initial
Social Security Number (required)	Date of Birth (Req'd)	Month	Date	Year	Female <input type="checkbox"/> Male <input type="checkbox"/>

Race and Ethnicity (SELECT ONE--please refer to the definitions below as needed)

Hispanic or Latino <input type="checkbox"/>	White (Non-Hispanic or Latino) <input type="checkbox"/>	Black or African American (Non-Hispanic or Latino) <input type="checkbox"/>	Asian (Non-Hispanic or Latino) <input type="checkbox"/>
Native Hawaiian or other Pacific Islander (Non-Hispanic or Latino) <input type="checkbox"/>	American Indian or Alaskan Native (Non-Hispanic or Latino) <input type="checkbox"/>	Two or More Races (Non-Hispanic or Latino) <input type="checkbox"/>	

Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
White (Non-Hispanic or Latino) – All persons having origins in any of the original peoples of Europe, North Africa or the Middle East.
Black or African American (Non-Hispanic or Latino) - A person having origins in any of the black racial groups of Africa.
Asian (Non-Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, & Vietnam.
Native Hawaiian or other Pacific Islander (Non-Hispanic or Latino) - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
American Indian or Alaska Native (Non-Hispanic or Latino) - A person having origins in any of the original peoples of North & South America (including Central America), & who maintain tribal affiliation or community attachment.
Two or More Races (Non-Hispanic or Latino) - Persons who identify with two or more racial categories named above.

How did you learn about this job? Please select one below:

- | | |
|--|---|
| <input type="checkbox"/> A City employee told me about it | <input type="checkbox"/> Job Service |
| <input type="checkbox"/> City-Parish web site (brgov.com) | <input type="checkbox"/> Newspaper |
| <input type="checkbox"/> I'm a City employee | <input type="checkbox"/> Other publication - Which one? _____ |
| <input type="checkbox"/> Job Fair - Which one? _____ | <input type="checkbox"/> Other web site - Which one? _____ |
| <input type="checkbox"/> Job information in HR office | <input type="checkbox"/> Radio - Which station? _____ |
| <input type="checkbox"/> Job line | <input type="checkbox"/> Television Which station? _____ |
| <input type="checkbox"/> Referred by minority referral source, professional organization or other group - Which one? _____ | |
| <input type="checkbox"/> School (high school, college, trade school) - Which one? _____ | |
| Other: _____ | |

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

HR Initials	[]	[]							
Open	OP	<input type="checkbox"/>	Admit	<input type="checkbox"/>	<input type="checkbox"/> NS	<input type="checkbox"/> IL	<input type="checkbox"/> DH	<input type="checkbox"/> EI	<input type="checkbox"/> WI
Promotional	PR	<input type="checkbox"/>		DNA	<input type="checkbox"/>	<input type="checkbox"/> NR	<input type="checkbox"/> SM	<input type="checkbox"/> ED	<input type="checkbox"/> NE
Reemployment	RE	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/> LC	<input type="checkbox"/> RE	<input type="checkbox"/> DS	<input type="checkbox"/> IN
Dem/Lateral	DL	<input type="checkbox"/>	D/L 3 yrs	D3 <input type="checkbox"/>	<input type="checkbox"/> SR	<input type="checkbox"/> CI	<input type="checkbox"/> AG	<input type="checkbox"/> OR	<input type="checkbox"/> PO
Transfer	TR	<input type="checkbox"/>			<input type="checkbox"/> LI	<input type="checkbox"/> C3			
Job Code:			Application #:						
Input by:[]			Verified by:[]						
Comments:									