

Jefferson Parish Juvenile Court

Employment Application

Jefferson Parish Juvenile Court is an Equal Opportunity Employer. Race, color, religion, age, sex, disability, marital or veteran status, place of national origin and other categories protected by law are not factors in employment, promotion, compensation or working conditions.

Please Print

Date: _____

General Information About Employment Desired

Position you are applying for? _____ Rate of pay desired _____

If hired, on what date could you start work? _____

Application Information

Name: _____
Last First Middle

Address: _____

City/State: _____ Zip code: _____

Home # _____ Cell # _____ Other # _____

Do you have the legal right to work in the United States? _____

Are you at least 18 years of age? _____

Do you have a valid driver's license? _____ If yes, State/License # _____

Have you ever applied to, or worked for Jefferson Parish Juvenile Court? _____

If yes, When? _____

Do you have any friends or relatives working for Jefferson Parish Juvenile Court? _____

If yes, State name and relationship: _____

How did you hear about us/this opening? _____

Do you or your spouse have any criminal or civil proceedings pending against you? _____

If yes, explain: _____

Have you ever received a traffic citation or been involved in a traffic accident? _____

If yes, explain: _____

Have you ever been arrested, charged with, plead guilty or been convicted of a misdemeanor? _____

If yes, explain: _____

Have you ever pled guilty or no contest to, or been convicted of, a felony? _____

(Note: Criminal convictions are not an absolute bar to employment. They will only be considered in relation to specific job requirements).

If yes, give details, including jurisdiction (state and county) where such conviction occurred.

Education and Training (include on-the-job training)

	School/Location	Course of Study	# of Years Attended	Degree
High School				
Community College				
Trade School				
College/University				
Seminars/Other				

Military Service

Branch: _____ Rank: _____
 Enlistment Date: _____ Serial # _____
 Discharge Date: _____ Type of Discharge: _____

Special Skills

Do you speak, write or understand any foreign languages? _____
 If yes, which language(s)? _____
 Do you have any experience, training, qualifications or skills which you feel make you especially suited for work at Jefferson Parish Juvenile Court? _____ If so, explain in detail below:

<u>Computer skills</u>	<u>Dates used</u>	<u>Level of proficiency</u>
	From: To:	
Hardware:	_____	_____
	_____	_____
Software:	_____	_____
	_____	_____

Use the space below to summarize other relevant experience, skills and background:

Employment History:

List all previous employers starting with your present or most recent position (**last 10 years**)

Name of Company: _____	
Name of Supervisor: _____	Date of employment: _____ to _____
Address: _____	
Telephone Number: _____	Salary: _____
Position and duties: _____	
Reason for leaving: _____	

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Telephone Number: _____	Salary: _____
Position and duties: _____	
Reason for leaving: _____	

Acknowledgement

I am aware that any misrepresentations or falsifications made in connection with my obtaining employment with the Jefferson Parish Juvenile Court will be grounds for rejection or dismissal. The facts set forth in my application for employment are true and correct. I understand that, if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and financial records through any investigative agencies or bureaus of your choice.

My signature below certifies that I have read and understand the terms and conditions outlined in this document.

Applicant's Signature

Date

Interviewed by: _____