

APPLICATION FOR EMPLOYMENT

CITY OF LAKE CHARLES

326 Pujo Street
Lake Charles, LA 70601
WWW.CITYOFLAKECHARLES.COM

We are an Equal Opportunity Employer and consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Position(s) of Interest:

Date of Application

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

Telephone Number(s)

Have you ever filed an application with us before? If yes, give date: _____

Have you ever been employed with us before? Yes No

If yes, give dates, job title, Department, & Supervisor

Are you legally eligible for employment in the United States? Yes No

Proof of citizenship or immigration status will be required upon employment.

Have you been convicted of a felony in the last 7 years? Yes No

(This will not necessarily disqualify you from employment)

If yes, please explain: _____

What is your desired salary range? _____

What hours are you available for work? _____

_____ Fulltime _____ Part-time _____ Weekends

On what date, are you available for work? _____

Do you have any relatives that work here? Yes No

Are you over 18 years of Age and can you provide required proof of your eligibility to work?

Yes No

Name:

Date Submitted:

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

Education:

	Name and Address of School	Course of Study	Years Completed	Diploma Or Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills, certifications, extra-curricular activities including military service and any operations of specialized machinery/equipment:

Do you have any special licenses such as a CDL?

Employment Experience: Start with your present or last job. Include any volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. A Resume may be attached, but you must still complete this section.

Employer		
Address & Phone		
Job Title		
Job Duties		
Hourly Rate / Salary	Starting:	Final:
Employment Dates	From:	To:
Reason for Leaving		

Employer		
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Were you discharged or asked to resign from previous employment? ___ Yes ___ No

If so, please describe why below:

Please account for any time since leaving high school or college that you were not employed?

Other Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status.

Work Related References:

1. Name: _____
Address: _____
Phone Number: _____
2. Name: _____
Address: _____
Phone Number: _____
3. Name: _____
Address: _____
Phone Number: _____

Applicant's Statement:

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision.

This application shall be considered active for a period of one year from the date of filing. **Incomplete Applications will not be considered for the selection process.**

I understand and acknowledge that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview may result in discharge. I understand also that I am required to abide by all rules and regulations of the City of Lake Charles.

I understand that my employment with the City of Lake Charles is contingent upon satisfactory results in the pre-employment screening including a pre-employment drug screen, physical, and background checks. As a condition of my employment, I agree to submit to a drug screen test and/or physical and have the results reviewed by the Director of Human Resources.

IMPORTANT - Checking this box constitutes an electronic signature.

Signature of Applicant

Date

CITY OF LAKE CHARLES

NEPOTISM QUESTIONNAIRE

The City of Lake Charles recognizes the desire of employees to assist relatives in seeking careers. However, to comply with statutory requirements and/or avoid potential conflicts, problems, and compromises, individuals will not be hired or appointed to positions where they report to and/or are supervised by, directly or indirectly, a relative or domestic partner. No member of any department shall employ any relative or domestic partner under his/her supervision.

The City will not employ any relatives of a City Council member or the Mayor.

For purposes of this questionnaire:

Relatives: For purposes of this policy, relatives include spouses, children, children of spouses, spouses of children and stepchildren, brothers, sisters, parents, parents of the spouse, brothers-in-law, sisters-in-law, grandparents, nieces and nephews.

Domestic Partners – Individuals who reside in the same household and are involved in a relationship, often holding themselves out to the public as marital partners, but who are not legally married.

Applicant's Name: _____

Are you related to any Lake Charles City Council Member or Mayor? Yes No
If yes, give name and relationship? _____

Are you related to ANY employee working for ANY department of the City of Lake Charles? Yes No
If yes, give name of relative, relationship, and department your relative works for

<u>Name</u>	<u>Relationship</u>	<u>Department</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above is true and correct

Applicant's Signature

Date