

# EMPLOYMENT APPLICATION

City of Baton Rouge/Parish of East Baton Rouge



**THIS APPLICATION IS CONSIDERED  
A TEST AND WILL BE GRADED.**

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

**READ ALL INSTRUCTIONS,  
AND SIGN AND DATE PAGE 7.**

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.
- A separate employment application is required for each job title for which you are applying.
- Copies of applications are encouraged as long as each copy is complete, legible and signed.
- City-Parish applicants should provide accurate and complete application information regarding employment, education, criminal history, etc.
- Criminal record checks will be run on all applicants not currently employed with the City-Parish Government, as well as those employees with less than six months of service. These record checks will be run prior to candidates being eligible for interview.
- **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. Please do not park in the private lot in front of the house next door to the Recruitment office.

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➤ **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.**

Please leave cell phones, personal data assistants, beepers and other communication devices in your vehicle during all examinations. Such devices are not allowed in the examination room.

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

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➤ **VETERAN'S PREFERENCE**

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

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➤ **EDUCATION 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 education points to be credited, **original education, certification and similar documents are required with employment applications.** It is best to provide original transcripts in case specific courses are needed. It is also beneficial to bring certificates and diplomas for short courses completed, such as software, leadership courses, etc.

Not submitting original education, certification and similar documents at the time of admittance will result in a lower grade and **your name will not be certified** if the appointing authority specifically requests a degree or certification. As you renew licenses and certifications, please bring in your new documents for us to copy.

If your college diploma does not specify what your major field of study was, please submit an official 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 an official 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.

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### ➤ **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.

List all periods of employment, beginning with your present or most recent employer and working 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.

Where you have held supervisory positions, titles of people supervised, not just the number of people, should be indicated in the "number and job title of employees you supervised" box.

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 feasibility. 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, initials 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).

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### ➤ **APPLICATION SUPPLEMENTS**

For Heavy Equipment Operator and Maintenance Worker applications, equipment lists must list employers and should be consistent with the employment history on 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.*

9/1/11



## EDUCATION AND TRAINING

### 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	Did you graduate from High School or obtain a GED? <div style="text-align: center;"> <input type="checkbox"/> YES                      <input type="checkbox"/> NO                 </div>	Name and Location of Last School Attended (High School, Junior High or Elementary) Name: _____ Location: _____
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Indicate the **number** of courses completed in each subject:      \_\_\_\_\_ algebra      \_\_\_\_\_ biology      \_\_\_\_\_ bookkeeping  
 \_\_\_\_\_ calculus      \_\_\_\_\_ geometry      \_\_\_\_\_ trigonometry

### Related Special Training (Correspondence, Business, Trades, Vocational, Armed Forces Schools, Etc.-provide original doc's for HR to copy)

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 original transcript with initial application\*\***

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

Major <b>Undergraduate</b> College Subjects	Credit Hours		Major <b>Graduate</b> College Subjects	Credit Hours	
	Semester	OR Quarter		Semester	OR Quarter

### RELATED LICENSES (provide current original for HR to copy)

Professional License Issued By	Field/Trade Specialization	License Number	Issue Date	Expiration Date

### SKILLS

<input type="checkbox"/> Access	<input type="checkbox"/> Hansen	<input type="checkbox"/> Drafting	<input type="checkbox"/> Excel/Lotus	<input type="checkbox"/> Other software	Languages spoken and written <b>FLUENTLY</b> _____ _____ _____
<input type="checkbox"/> ORACLE	<input type="checkbox"/> GIS	<input type="checkbox"/> Auto Cad	<input type="checkbox"/> Word/WordPerfect	_____	
<input type="checkbox"/> Approach	<input type="checkbox"/> Typing _____wpm	<input type="checkbox"/> PowerPoint	_____	_____	

Also include specific software experience in your job descriptions.  
 Ask about PC skills exams and provide **original** certificates of courses completed.









**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 <b>(required)</b>	Date of Birth <b>(Req'd)</b>	Month	Date	Year	Female <input type="checkbox"/>	Male <input type="checkbox"/>
Ethnic Origin		Race				
Hispanic or Latino <input type="checkbox"/>	Non-Hispanic or Non-Latino <input type="checkbox"/>	American Indian/ Alaskan Native <input type="checkbox"/>		Native Hawaiian or other Pacific Islander <input type="checkbox"/>		
		Asian <input type="checkbox"/>	Black <input type="checkbox"/>	White <input type="checkbox"/>		

**Please indicate how you learned about this job (check one):**

Media	Job Posting	Organizations	Other
The Baton Rouge Advocate <input type="checkbox"/>	City job line <input type="checkbox"/>	High school <input type="checkbox"/>	I'm a City employee <input type="checkbox"/>
Trades Journal Which one? _____ <input type="checkbox"/>	Weekly job announcement <input type="checkbox"/>	Vocational/Trade School Which one? _____ <input type="checkbox"/>	Referred by City employee <input type="checkbox"/>
Radio Which station? _____ <input type="checkbox"/>	Continuous recruitment list <input type="checkbox"/>	College Which one? _____ <input type="checkbox"/>	Walk-in <input type="checkbox"/>
Television Which station? _____ <input type="checkbox"/>	City bulletin board Where? _____ <input type="checkbox"/>	Minority referral source Which one? _____ <input type="checkbox"/>	Job Fair: _____ <input type="checkbox"/>
Web site Which one? _____ <input type="checkbox"/>	Other: _____ <input type="checkbox"/>	Job Service <input type="checkbox"/>	Other: _____ <input type="checkbox"/>
Other: _____ <input type="checkbox"/>		Other: _____ <input type="checkbox"/>	

**FOR HUMAN RESOURCES DEPARTMENT USE ONLY**

HR Signatures	[                    ] [                    ]	<b>Information Verification</b>			
Open <input type="checkbox"/>	OP <input type="checkbox"/>	Admit <input type="checkbox"/>	NA Retest Flag Date & Code <input style="width:100%;" type="text"/>		
Promotional <input type="checkbox"/>	PR <input type="checkbox"/>		AX Prior Appl same class? <input style="width:100%;" type="text"/>		
Reemployment <input type="checkbox"/>	RE <input type="checkbox"/>		ED Type <input style="width:100%;" type="text"/>		
Status (Dem/Lat) <input type="checkbox"/>	DL <input type="checkbox"/>		D3 <input type="checkbox"/>	DNA <input type="checkbox"/>	
Transfer <input type="checkbox"/>	TR <input type="checkbox"/>		CO <input style="width:100%;" type="text"/>		
<b>Do not admit for the following reason(s):</b>			CE-DL Class <input style="width:100%;" type="text"/>		
<input type="checkbox"/> NS	<input type="checkbox"/> IL	<input type="checkbox"/> DH	<input type="checkbox"/> EI	<input type="checkbox"/> WI	CE - Certif <input style="width:100%;" type="text"/>
<input type="checkbox"/> NR	<input type="checkbox"/> SM	<input type="checkbox"/> ED	<input type="checkbox"/> NE	<input type="checkbox"/> IS	SK <input style="width:100%;" type="text"/>
<input type="checkbox"/> LC	<input type="checkbox"/> RE	<input type="checkbox"/> DS	<input type="checkbox"/> IN	<input type="checkbox"/> FP	HI (Past/Present) <input style="width:100%;" type="text"/>
<input type="checkbox"/> SR	<input type="checkbox"/> CI	<input type="checkbox"/> AG	<input type="checkbox"/> OR	<input type="checkbox"/> PO	RM (C3) <input style="width:100%;" type="text"/>
<input type="checkbox"/> LI	<input type="checkbox"/> C3	VT Points <input style="width:100%;" type="text"/>			
Job Code:			Passed:		
Application #:			Entry Clerical <input type="checkbox"/>	Adv Cler <input type="checkbox"/>	Adv Legal Cler <input type="checkbox"/>
			Adv Fiscal Cler <input type="checkbox"/>	Professional <input type="checkbox"/>	Prof Financial <input type="checkbox"/>
Input by:[                    ]			Entry Maint <input type="checkbox"/>	Other test:	
Verified by:[                    ]			PW Superv <input type="checkbox"/>	Date [                    ]	Score [                    ]

Comments: