



**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 may 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 for the job in which you are interested.**
- 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.
- 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.**
- Copies of applications are encouraged as long as each copy is complete, legible and signed.
- 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.

➤ **TESTING INFORMATION**

Applications for positions requiring a written examination are submitted during test check-in (please refer to the test calendar.)

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.

➤ **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)

➤ **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.

➤ **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.

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).

➤ **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 you are applying for a Heavy Equipment Operator, Maintenance Worker or Maintenance Worker Supervisor position and have a Commercial Driver's License, let us copy your CDL to attach to your application.

Thank you for your interest in City-Parish employment and good luck in your employment search.

05/08

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: _____
---	--	--

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.)

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		Type of Degree Earned (e.g.BA/BS)	Major	Minor
	From	To	Semester	OR Quarter			

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

RELATED LICENSES (provide current original)

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 FLUENTLY _____ _____ _____
<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 certificates of courses completed.

