

Mark Garber
Sheriff

LAFAYETTE PARISH SHERIFF



APPLICATION FOR EMPLOYMENT INSTRUCTIONAL INFORMATION SHEET

IMPORTANT! READ BEFORE COMPLETING APPLICATION

This information is to aid in correctly completing the application for employment with the Lafayette Parish Sheriff's Office. **An incomplete application may cause your name to be removed from consideration.** **Willfully withholding information or making false statements** on this application will be basis for rejection by or dismissal from the Lafayette Parish Sheriff's Office.

COPIES of the following Documents are needed with your application, if applicable:

- High School Diploma or GED equivalent
- Birth Certificate – true and correct copy
- Social Security Card
- Driver's License and/or valid State I.D.
- Military Discharge Papers – DD214
- College Diploma
- Other Certifications – POST, Specialized Training, etc.

ONCE you have completed the application, submit it by one of the following:

- *In Person:* Lafayette Parish Sheriff's Office
316 W. Main Street
Lafayette, LA 70501
- *Email :* humanresources@lafayettesheriff.com
- *Fax :* (337) 236-3989
- *Mail:* LPSO Human Resources
P.O. Box 3508
Lafayette, LA 70502

YOU will be contacted regarding pre-employment testing in one to two weeks after submitting your application by our Testing Coordinator. Any other questions may be directed to the Human Resources Division at (337) 236-5667.

PLEASE review the attached handout titled "Hiring Process". It may take 28 to 42 days before a final decision is made regarding your employment.

Applicants will be given careful, fair and equal consideration. You will be notified if and when an interview with the Sheriff and/or the Human Resources Director is required. If you are turned down for any reason, you may re-apply after one year. Applicants must meet certain standards in order to be considered for employment with the Lafayette Parish Sheriff's Office, and there are several reasons why you could be removed from the application process. Should you be removed, the LPSO is under no obligation to reveal the reason for disqualification.





Application for Employment
Lafayette Parish Sheriff's Office
 316 W. Main Street Lafayette, LA 70501
 Testing & Assessment: (337) 236-5473
 Human Resources: (337) 236-5667

Date of Application: _____

Position Applying For:

- | | | | |
|----------------------------------------------|---------------------------------------------|-----------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Correctional Deputy | <input type="checkbox"/> LPN | <input type="checkbox"/> Clerical/Secretarial | <input type="checkbox"/> Part-time |
| <input type="checkbox"/> Patrol Deputy | <input type="checkbox"/> RN | <input type="checkbox"/> Communications/Dispatcher | <input type="checkbox"/> School Crossing Guard |
| <input type="checkbox"/> Reserve Deputy | <input type="checkbox"/> A.F.I.S. | <input type="checkbox"/> Mental Health Professional | <input type="checkbox"/> Caseworker |
| <input type="checkbox"/> HiSET Instructor | <input type="checkbox"/> Corrections Driver | <input type="checkbox"/> Transitional Coordinator | <input type="checkbox"/> Other (_____) |

AVAILABILITY OF APPLICANT

Are you available to work any shift, including 8 hour and/or 12 hour shifts? YES NO
 Are you available to work: overtime? holidays? weekends? nights?
 Earliest available date for employment: _____

PERSONAL DATA

NAME (First, Middle, Last):

MAIDEN NAME AND/OR NICKNAME(S):

SEX:

FEMALE MALE

PHYSICAL ADDRESS (Street, City/State, Zip):

SOCIAL SECURITY NUMBER:

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MAILING ADDRESS (If different from above):

DATE OF BIRTH:

AGE:

PRIMARY TELEPHONE NUMBERS:

OTHER TELEPHONE NUMBER(S):

EMAIL:

Are you a citizen of the United States? (If naturalized, attach copy of certificate) YES NO

List residence(s) of the past ten (10) years.

MO/YR to MO/YR	STREET ADDRESS	CITY	STATE

Have you ever resided outside the state of Louisiana or the United States? YES NO

(If yes, and if not previously listed above, give locations, dates, and explanation(s))

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MARITAL/FAMILY DATA

Marital Status: Married Single Separated Divorced Engaged

If married or engaged, provide information about spouse or prospective spouse under spouse categories.

SPOUSES FULL NAME (First, Middle, Last):	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:										
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td><td style="width:5%;"> </td> </tr> </table>										

List name(s), Date of Birth (DOB), and Relationship of Dependent(s), Children, and/or any person(s) residing in your residence now or within the last year.

NAME	DOB	RELATIONSHIP	ADDRESS

List current and maiden name(s) of previous spouse(s) as well as date(s), location(s), and date of birth(s).

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List all relatives employed by the Lafayette Parish Sheriff's Office.

FULL NAME	RELATIONSHIP	POSITION

EDUCATION/TRAINING

List all high schools, colleges, training facilities, law enforcement academies, military schools, vocational/trade schools in which you have attended in chronological order.

SCHOOL NAME, CITY, STATE	START DATE	END DATE	DIPLOMA/CERTIFICATE

Were you ever suspended, expelled, or asked to withdraw from any educational institution? YES NO
 (If yes, explain below)

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List below any proficiency in any language, other than English.

Speak: _____

Write: _____

Read: _____

EMPLOYMENT HISTORY

List below all employment starting with the most recent including summer and part-time for the past ten (10) years. Include notation of times of unemployment. (Attach additional sheets if necessary)

NAME, ADDRESS, & PHONE NUMBER OF EMPLOYER	DATES EMPLOYED (FROM-TO)	SALARY	TITLE/JOB	SUPERVISOR	REASON LEFT

Do you have reliable transportation to work? YES NO

May we contact your current employer? YES NO

Have you resigned or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance?
(If yes, explain below) YES NO

Have you ever been dismissed, asked to resign, and/or had any disciplinary action taken against you during any employment, other than the above listed? (If yes, explain below) YES NO

Have you ever applied to or performed paid or unpaid services for a Law Enforcement Agency not listed as an employer?
(If yes, explain below) YES NO

Do you own a business or are you a partner or corporate officer in any business or organization not previously listed as an employer?
(If yes, explain below) YES NO

Do you now or have you ever owned any stock or interest in any firm, partnership, or corporation dealing wholly or partly in the sale or distribution of alcoholic beverages? (If yes, explain below) YES NO

MILITARY HISTORY

DATE (FROM-TO)	BRANCH OF SERVICE	RANK	DISCHARGE TYPE

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While in the military, were you subjected to any disciplinary action(s)? (If yes, explain below) YES NO

Are you presently registered for selective service? YES NO

Have you ever been rejected for enlistment, reenlistment, or induction into any branch of the Armed Forces of the United States? (If yes, explain below) YES NO

INCARCERATION/ARREST INFORMATION

List below any charge for a criminal offense or violation either by arrest, indictment, summons, or bill of information in Louisiana or any other state, country or jurisdiction regardless of the disposition or final outcome of the charge or violation.

Include all matters even if no formal charges were made or no court appearance occurred, or if adjudication was withheld, or the matters settled by payment of fine or forfeiture of collateral. Include all matters expunged or set aside.

Minor traffic violations need not be listed but DWIs must be included. Include juvenile charges even if sealed.

DATE	CHARGE	AGENCY	PENALTY/OUTCOME

Have you ever been detained, questioned by law enforcement, and/or subject of or a suspect in a criminal investigation? (If yes, explain below) YES NO

Have you or your spouse ever been a plaintiff or defendant in a court action? (If yes, explain below) YES NO

To your knowledge, has any member of your family ever been arrested? (If yes, list name, date of birth, and explain below) YES NO

CURRENT DRIVER/VEHICLE INFORMATION

Driver's license number _____ Date of expiration _____
 License type _____ Restrictions _____

Do you hold or have you ever held a license in any other state or country? (If yes, explain below) YES NO

List below all traffic tickets or moving violations with dates, city, and state.

ORGANIZATION MEMBERSHIP

Are you or have you ever been a member and/or made any financial or material contribution to any foreign or domestic organization, association, movement, group, or combination of persons which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or which seeks to alter the government of the United States by unconstitutional means? YES NO

MISCELLANEOUS INFORMATION

Are you prejudiced toward any particular race, color, creed, gender, or organization? YES NO

Have you ever bribed or attempted to bribe a law enforcement officer? YES NO

Have you ever accepted a bribe? YES NO

Have you ever committed perjury? YES NO

Have you ever committed a crime in which you were never arrested? YES NO

Have you ever tried, used, and/or smoked marijuana? YES NO

Have you ever been involved in the use, purchase, possession, distribution, or sale of controlled substances except as prescribed by a physician? YES NO

Is there anything in your life which could embarrass the Lafayette Parish Sheriff's Office? YES NO

Have you been truthful in answering all of the questions on this application? YES NO

(If you answered yes to any of the previous questions, explain below)

Do you understand that you may be required to submit to further screening such as a polygraph, psychological, drug testing, physical examination, and background check prior to and during employment with the Lafayette Parish Sheriff's Office? YES NO

Do you understand that if you voluntarily leave the department within 90 days of your employment, you may be required to reimburse the department for the cost of your employment physical, uniform, and any training completed? YES NO

On the following lines, please explain your reason(s) for seeking employment with the Lafayette Parish Sheriff's Office.

PERSONAL REFERENCES & SOCIAL ACQUAINTANCES

Provide complete information about three (3) references who are responsible adults of reputable standing who are **not relatives** and have known you for the past five (5) years.

Also, provide three (3) references from social acquaintances in your own age group who are **not relatives** and who have known you well for at least five (5) years.

NOTE: This section must be entirely completed in order to process your application.

NAME (First, Last):	HOME PHONE:
HOME ADDRESS (Street, City/State, Zip):	WORK PHONE:
HOW DO YOU KNOW THIS PERSON?	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME (First, Last):	HOME PHONE:
HOME ADDRESS (Street, City/State, Zip):	WORK PHONE:
HOW DO YOU KNOW THIS PERSON?	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME (First, Last):	HOME PHONE:
HOME ADDRESS (Street, City/State, Zip):	WORK PHONE:
HOW DO YOU KNOW THIS PERSON?	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME (First, Last):	HOME PHONE:
HOME ADDRESS (Street, City/State, Zip):	WORK PHONE:
HOW DO YOU KNOW THIS PERSON?	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME (First, Last):	HOME PHONE:
HOME ADDRESS (Street, City/State, Zip):	WORK PHONE:
HOW DO YOU KNOW THIS PERSON?	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME (First, Last):	HOME PHONE:
HOME ADDRESS (Street, City/State, Zip):	WORK PHONE:
HOW DO YOU KNOW THIS PERSON?	HOW LONG HAVE YOU KNOWN THIS PERSON?

Equal Opportunity Employer

The Lafayette Parish Sheriff's Office is an equal opportunity employer and complies with all applicable anti-discrimination laws. The Sheriff's Office bases all decisions on employment so as to further the principle of equal employment opportunity by imposing only valid requirements for promotional opportunities. Further, all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, and Office sponsored training, education, tuition assistance, and social and recreational programs are administered without regard to race, creed, color, religion, sex, national origin, age, mental and physical condition, marital status, political belief.

If you require reasonable accommodation to effectively participate in the hiring process, please contact the Human Resources Division to discuss your particular needs. If at any time during the employment process you believe you have been unlawfully discriminated against, immediately contact the Human Resources Division of the Sheriff's Office. You can be assured your complaint will be properly investigated.

Certification, Acknowledgement of Conditions for Employment and Authority to Release Information

The Lafayette Parish Sheriff's Office recruits, hires, trains, and promotes all persons without regard to race, color, sex, religion, national origin, marital and family status, political beliefs, and physical and mental disability, except in those instances where physical and mental abilities are a bona fide occupational qualification, and accommodation would constitute an undue hardship to the Sheriff's Office. It is further the policy of the Sheriff's Office to base all decisions on employment so as to further equal employment opportunity.

I am applying to Sheriff Mark T. Garber and the Lafayette Parish Sheriff's Office for employment. To determine my eligibility for employment and for security clearance purposes, I hereby authorize and request that solicited entities or individuals furnish to the Lafayette Parish Sheriff's Office any and all information, whether written or non-written, including opinions, that these entities and/or individuals may have or acquire concerning information given on this application form, as well as information regarding my character, reputation, and suitability for employment.

I hereby release, hold harmless, and indemnify from any and all liability Sheriff Mark T. Garber, the Lafayette Parish Sheriff's Office, employees of the Lafayette Parish Sheriff's Office, and the individuals, agencies, and/or entities who receive and supply information as noted above.

I certify that all statements made on this application are true and complete to the best of my knowledge. I understand that information on this application will be subject to investigation and verification, and that any misrepresentation or material omission may cause my application to be delayed, rejected, disqualified, and/or subject me to dismissal from employment from the Lafayette Parish Sheriff's Office.

I understand that nothing in this application or in the granting of an interview creates a contract between the Lafayette Parish Sheriff's Office and myself for either employment or for providing any benefits. No promises have been made to me, and I understand that no such promise or guarantee is binding upon the Sheriff's Office unless made in writing by the Sheriff of Lafayette Parish, and signed by me. If an employment relationship is established, I acknowledge that I will be required to submit to, and successfully complete a drug test, in depth criminal records check, financial background investigation, and a thorough physical examination including a mental history check to determine if I can perform the essential functions of the position for which I am applying with or without reasonable accommodations. I further understand that failure to comply with the prerequisites of employment, after the conditional offer of employment is accepted by me, will be treated as a rejection of the offer of employment.

I acknowledge that no consideration has been furnished to the Sheriff's Office for my employment other than my services, and I understand that employment with the Lafayette Parish Sheriff's Office is strictly **at will employment**, and that I have the right to terminate my employment at any time, with or without cause, and that the Lafayette Parish Sheriff's Office has the same right, as well as the right to transfer me to any division, department, section, or shift that the Sheriff or his designee so chooses and at his sole discretion.

A photostatic copy of my signature shall be accepted as an original authorizing any person, firm, or organization to release any information to the Lafayette Parish Sheriff's Office regarding the verification of information provided herein.

Signature of Applicant

Date

Printed: First, Middle, and Last Name

RECEIVED BY: _____

Name

Position

Date

Employment Disqualifiers

Applicants for employment as a member of the Sheriff's Office in any job classification shall be required to meet the following standards:

- Shall not have used, tried, tasted, experimented with, or possessed any illegal controlled substance within the twelve (12) months prior to application.
- Shall not have used, tried, tasted, experimented with, or possessed any illegal controlled substance classified as a Schedule I substance (except cannabis) or Schedule II substance as enumerated in LA Revised Statutes Title 40 within the sixty (60) months prior to application.
- Shall not have sold or delivered any illegal controlled substance at any time.
- Shall not have been convicted of a felony offense or any misdemeanor offense classified as constituting moral turpitude.

Any member who was terminated as a result of criminal and/or policy violations shall not be eligible for reappointment.

Any member who resigned, in lieu of termination, for criminal and/or policy violations shall not be eligible for reappointment.

Honorable Discharge and Form DD-214 if a military veteran.

- Only an Honorable Discharge will be accepted (General Discharge Under Honorable Conditions is not acceptable).
- Although a veteran may possess an Honorable Discharge, circumstances of discharge still may preclude employment by the agency. Examples include, but are not limited to:
 - Inability to adapt;
 - Defective attitude;
 - Physical disability (full or partial that prohibits performance of essential functions of the job); or
 - Mental disability (if it prohibits performance of essential functions of the job).

A background investigation shall be conducted for all positions prior to the appointment of a candidate to conditional status and shall consist of, but not be limited to:

- Previous employers of the applicant shall be contacted by mail, telephone or through personal contact to ascertain the applicant's job credentials, job performance and personal habits while employed by each employer.
- Every reasonable effort shall be made to obtain the applicant's complete employment history to determine the applicant's stability and desirability as a potential member of the Sheriff's Office.
- Law enforcement agencies having jurisdiction in areas where the applicant has resided shall be contacted to determine if the applicant has an arrest record.
- The applicant's driving history and current driver license status shall be obtained from the LA Department of Public Safety Office of Motor Vehicles and the Department of Motor Vehicles in each state in which the applicant has resided.
- A credit report may be requested from an appropriate credit-reporting bureau.
- A status report shall be obtained from the Louisiana Criminal History (LACCH) and from the National Crime Information Center (NCIC) to determine if the applicant has a criminal record.
- In some circumstances it may be necessary to verify an applicant's performance with or discharge from the military. In such circumstances the necessary records shall be obtained by mail from the Military Personnel Records Section of the General Services Administration.

Motor Vehicle Operation: The following standards shall be required of all applicants for appointment to the job classification of deputy sheriff, corrections deputy or any other classification that requires operation of an agency motor vehicle to perform the essential functions of the position. The applicant shall:

- Possess a current valid Louisiana driver's license.
- Not have had their driver's license suspended for non-payment of insurance nor for non-payment of traffic fines more than twice during the sixty (60) months prior to date of application.
- Not have been convicted or pled to Operating While Intoxicated (OWI) as defined in LA R.S. 14:98, during the sixty (60) months prior to date of application, nor more than one time total.
- Not have been convicted or pled to fleeing or attempting to elude a police officer as defined in LA R.S. 14:108.1, during the sixty (60) months prior to date of application, nor more than one time total.
- Not have been convicted of any criminal traffic offenses as defined by LA R.S. 14:96 through 14:100, during the sixty (60) months prior to date of application, nor more than one time total.
- Not have been convicted of giving false information to a law enforcement officer.
- Not have a driving record that demonstrates repeated offenses and flagrant disregard for traffic laws during thirty-six (36) months prior to date of application.