



Office of the District Attorney Parish of Jefferson

Prospective employees will receive consideration without discrimination based on race, creed, color, sex, age, national origin, veteran status, marital status, disability, handicap, sexual orientation, citizenship status or any condition prescribed by state or local law.

Employment Application

Date: _____

Applicant Information

Full Name: _____ Social Security: **XXX-XX-**_____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Pay Expected: \$ _____

Position Desired: _____

Have you ever applied for employment with us before? Yes No

If yes, month & year and location? _____

Have you ever worked for this office before? Yes No

If yes, month & year and department? _____

Will you work overtime, if asked? Yes No

Apart from absence for religious observance, are you available for full time work? Yes No

If no, what hours can you work? _____

Are you a citizen of the United States? Yes No If no, are you authorized to work in the U.S.? Yes No

Have you ever been convicted of a felony or misdemeanor? Yes No

If yes, explain: _____

Other special training or skills: _____

Education

High School: _____

From: _____ To: _____ Did you graduate? Yes No Diploma: _____

College: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Other: _____

From: _____ To: _____ Did you graduate? Yes No Degree: _____

Previous Employment

Please list all prior employers beginning with the most recent. Please add separate page if needed.

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes No

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false, omitted, or misleading information in my application or interview may result in immediate termination.

Signature: _____ Date: _____

Please attach a current resume if available.

Office of the District Attorney
Parish of Jefferson
Employment Application
OFFICE USE ONLY

R E F E R E N C E C H E C K	Employer	Person Contacted	Results

T E S T R E S U L T S	Test Administered	Raw Score	Rating	Comments

I N T E R V I E W R E S U L T S	Interviewer Name and Comments