



# St Mary Parish Sheriff 's Office



## 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 St. Mary 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 St. Mary Parish Sheriff's Office.**

1. If there are questions that are not applicable to you, please indicate this by notation "N/A"
2. The application must be clear and legible and handwritten in black or blue ink.
3. Include your maiden names, middle names, addresses, dates, etc.
4. Include your former employer's telephone numbers and supervisor names.
5. Include both primary and secondary telephone numbers for your references.
6. Resumes will not be accepted in place of a completed application.
7. Do not respond to any questions with "see resume"
8. **The following documents will be required upon acceptance of employment and must be turned in at time of initial orientation.**

High School Diploma or GED  
Birth Certificate  
Social Security Card  
Driver's License and/or Valid State I.D.  
Military Discharge Papers - DD-214  
College Diploma  
Other Certifications- POST, Specialized Training, etc.

*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 reapply after one year. Applicants must meet certain standards in order to be considered for employment with St. Mary Parish Sheriff's Office, and there are several reasons why you could be removed from the application process. Should you be removed, the St Mary Parish Sheriff's Office is under no obligation to reveal the reason for disqualification.*

*Please understand that it may take 28 to 42 days before a final decision is made regarding your employment.*

*We are committed to the principals of Equal Employment Opportunity and to making employment decisions based on merit and value. We are committed to complying with all federal, state, and local laws regarding Equal Employment Opportunities, as well as all laws related to terms and conditions of employment.*

# St. Mary Parish Sheriff's Office Application for Employment

500 Main St., Fourth Floor  
Franklin, LA. 70538

Human Resources: (337) 907-0424

Date of Application: \_\_\_\_\_

Position(s) Applying For:			
<input type="checkbox"/> Correctional Deputy	<input type="checkbox"/> Clerical/Secretarial		
<input type="checkbox"/> Patrol Deputy	<input type="checkbox"/> Communications/Dispatcher		
<input type="checkbox"/> Reserve Deputy	<input type="checkbox"/> Other ( _____ )		
<b>AVAILABILITY OF APPLICANT</b>			
Are you available to work any shift, including 8 hour and/or 12 hour shifts?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you available to work: overtime? <input type="checkbox"/> holidays? <input type="checkbox"/> weekends? <input type="checkbox"/> nights? <input type="checkbox"/>			
Earliest available date for employment: _____			
<b>PERSONAL DATA</b>			
NAME (First, Middle, Last):			
MAIDEN NAME AND/OR NICKNAME(S):		SEX: <input type="checkbox"/> FEMALE <input type="checkbox"/> MALE	
PHYSICAL ADDRESS (Street, City/State, Zip):		SOCIAL SECURITY NUMBER:	
MAILING ADDRESS (If different from above):		DATE OF BIRTH:	AGE:
PRIMARY TELEPHONE NUMBER:	SECONDARY TELEPHONE NUMBER:	EMAIL:	
Are you a citizen of the United States? (If naturalized, attach copy of certificate)			<input type="checkbox"/> YES <input type="checkbox"/> 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?			<input type="checkbox"/> YES <input type="checkbox"/> NO
(If yes, and if not previously listed above, give locations, dates, and explanation(s))			

**MARITAL/FAMILY DATA**

Marital Status:      Married     Single     Separated     Divorced

If married provide information about spouse.

SPOUSE'S FULL NAME (First, Middle, Last):	DATE OF BIRTH:	SOCIAL SECURITY NUMBER:
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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).

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

FULL NAME	RELATIONSHIP	POSITION

**EDUCATION/TRAINING**

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

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

Other :

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)

Company/Dept Name ADDRESS (Street, City, State, Zip) PHONE NUMBER	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? (If no, explain below)  YES    NO

Have you resigned or left a job by mutual agreement following allegations of misconduct or unsatisfactory job performance from the above listed? (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

Use this space for other information you would like us to know about you.

MILITARY HISTORY			
DATE (FROM-TO)	BRANCH OF SERVICE	RANK	DISCHARGE TYPE
While in the military, were you subjected to any disciplinary action(s)? (If yes, explain below) <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
Are you presently registered for selective service? <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
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) <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
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 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) <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
Have you or your spouse ever been a plaintiff or defendant in a court action? (If yes, explain below) <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
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) <span style="float: right;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</span>			
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 St. Mary 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 St Mary Parish Sheriff's Office?  YES  NO

Do you understand that if you voluntarily leave the department within 180 days of your employment, you will be required to reimburse the full cost of the pre-employment physical.  YES  NO

In the space below, please explain your reason(s) for seeking employment with the St. Mary Parish Sheriff's Office.

## REFERENCES

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

## Equal Opportunity Employer

The St. Mary 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 Department 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 Department 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 St. Mary 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 Blaise Smith and the St. Mary 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 St. Mary 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 Blaise Smith, the St. Mary Parish Sheriff's Office, employees of the St. Mary 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 St. Mary Parish Sheriff's Office.

I understand that nothing in this application or in the granting of an interview creates a contract between the St. Mary 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 St. Mary 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 St. Mary 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 St. Mary 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 photo static copy of my signature shall be accepted as an original authorizing any person, firm, or organization to release any information to the St. Mary Parish Sheriff's Office regarding the verification of information provided herein.

I fully understand that if this department employs me that I will follow rules, regulations, manner of dress and hygiene as stated therein and in the event of my absence from work due to illness, said credibility might have to be confirmed. I will also fully cooperate with any investigation concerning internal affairs of the St. Mary Sheriff's Office, including my taking a lie detector test and/or psychoanalytic test if requested to do so.

**I, \_\_\_\_\_, do hereby acknowledge with my signature below that I will be responsible for the full payment of the pre-employment physical cost if I should voluntarily terminate my employment prior to completion of 180 days. The current cost is \$575.00**

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Signature of Applicant

Date

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Printed: First, Middle, and Last Name