



JON A. GEGENHEIMER

2022

JEFFERSON PARISH CLERK OF COURT

Personnel Department

P.O. BOX 10 • GRETNA LA 70054-0010 • (504) 364-2900

APPLICATION FOR EMPLOYMENT

Date: _____, 20 ____

Name:			Social Security #:		
(Last)	(First)	(Middle)			
Address:					
City/State/ZIP Code:			Email:		
Home Phone: ()			Cell Phone: ()		
Emergency Contact Name:			Relationship to You:		
Emergency Contact Phone: ()					

Are you 18 years of age or older? Y ___ N ___

Are you either a U.S. citizen or an alien authorized to work in the United States? Y ___ N ___

Have you ever applied with the Jefferson Parish Clerk of Court's Office before? Y ___ N ___

Do you require any special accommodations in your work environment? Y ___ N ___

If yes, what kind of accommodations are needed? _____

Have you ever been convicted of a felony, or have any pending felony charges? Y ___ N ___

If yes, when and where? _____

If yes, what is the disposition of the matter(s)? _____

Are you registered to vote? Y ___ N ___

MILITARY SERVICE

Are you now or have you been a member of the United States Armed Forces? Y ___ N ___

Please provide branch, location, and years of service. _____

EDUCATION

	Name & Location	Years Attended	Did you graduate?	Subjects Studied
College or University				
Trade, Business, etc.				
High School				
Grammar School				

PREVIOUS EMPLOYMENT

	Name, Address, & Telephone # of Employer	Years Employed	Salary	Position	Reason for Leaving
1.					
2.					
3.					
4.					

Are you employed now? **Y** ___ **N** ___ If so, may we inquire of your present employer? **Y** ___ **N** ___
 Provide current supervisor's name, position, and telephone number:

Please attach a current resume.

REFERENCES

	Name, Address, & Telephone of Reference	Years Acquainted	Relationship	Business
1.				
2.				
3.				
4.				

I certify that the information provided in this application is true and complete, and I understand that any false information provided by me on this application shall be grounds for dismissal.

I authorize an investigation of all information provided by me. I authorize the references listed above to give you information concerning my previous employment, and any other pertinent information they may have, and I release all parties from liability for damages that may result from furnishing information to you.

I understand and agree that, if hired, my employment is for no definite period and, that I may be terminated at any time without prior notice.

I understand that I must be registered to vote in the parish in which I am domiciled throughout my employment with the Jefferson Parish Clerk of Court's Office.

I agree that, if hired, I will adhere to the policies established by the Jefferson Parish Clerk of Court, including those in the Employee Handbook of the Jefferson Parish Clerk of Court's Office.

I acknowledge and agree to be subject to a pre-employment drug screening as per the Statement of Policy on Drug Abuse and Drug Testing Policies and Procedures contained in the Employee Handbook.

I understand and agree that direct deposit of my paycheck is a condition of employment with the Jefferson Parish Clerk of Court's Office.

Signature: _____ **Date:** _____, 20 _____