

# JON A. GEGENHEIMER 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) (Middl			
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  Have you ever applied with the Jefferson Parish Clerk of Con  Do you require any special accommodations in your work en  If yes, what kind of accommodations are needed?  Have you ever been convicted of a felony, or have any pendin  If yes, when and where?  If yes, what is the disposition of the matter(s)?  Are you registered to vote? Y N	urt's Office before? Y N nvironment? Y N  ng felony charges? Y N  VICE		
Are you now or have you been a member of the United State Please provide branch, location, and years of service.	s Armed Forces? Y N		

#### **EDUCATION**

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

### PREVIOUS EMPLOYMENT

***Please attach a current resume.***  REFERENCES  Name, Address, & Telephone of Reference  Years Acquainted Relationship Business  1.  2.  3.  I certify that the information provided in this application is true and complete, and I understand to 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 about the same attach a current resume.***  Reference ***  Years Acquainted ** Relationship ** Business  1.  I certify that the information provided in this application is true and complete, and I understand to 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 about the same attach accurrent resume.***		Name, Address, & Telephone # of Employer	Years Employed	Salar	y Position	Reason for Leaving			
3.	1.								
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 about the supervised of the provided by me. I authorize the references listed about the supervised of the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me. I authorize the references listed about the provided by me.	2.								
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	3.								
***Please attach a current resume.***  REFERENCES  Name, Address, & Telephone of Reference  Years Acquainted Relationship Business  1.  2.  3.  I certify that the information provided in this application is true and complete, and I understand to 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 about the same attach a current resume.***  Reference ***  Years Acquainted ** Relationship ** Business  1.  I certify that the information provided in this application is true and complete, and I understand to 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 about the same attach accurrent resume.***	4.								
REFERENCES  Name, Address, & Telephone of Reference  Years Acquainted Relationship Business  1.  2.  3.  I certify that the information provided in this application is true and complete, and I understand to 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 about the structure of the structure	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:								
Name, Address, & Telephone of Reference  Years Acquainted Relationship Business  1.  2.  3.  I certify that the information provided in this application is true and complete, and I understand to 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.		***Please atta	ch a curren	t resum	1e.***				
1.   Acquainted   Relationship   Business    1.   2.     3.     4.     I certify that the information provided in this application is true and complete, and I understand to 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.	REFERENCES								
2.  3.  I certify that the information provided in this application is true and complete, and I understand to 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.		Name, Address, & Telephone of Reference			Relationship	Business			
I certify that the information provided in this application is true and complete, and I understand to 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.	1.								
I certify that the information provided in this application is true and complete, and I understand to 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.	2.								
I certify that the information provided in this application is true and complete, and I understand to 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.	3.								
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.	4.								
to give you information concerning my previous employment, and any other pertinent information they not 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 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 temployment 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 Courtincluding 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 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 Jefferson Parish Clerk of Court's Office.	to g hav terr emp incl	I false information provided by me on this application of all information in authorize an investigation of all information concerning my previous ele, and I release all parties from liability for dan I understand and agree that, if hired, my minated at any time without prior notice.  I understand that I must be registered to a ployment with the Jefferson Parish Clerk of Con I agree that, if hired, I will adhere to the luding those in the Employee Handbook of the I acknowledge and agree to be subject to a licy on Drug Abuse and Drug Testing Policies I understand and agree that direct depose	ication shall tion provide employment nages that no employment wote in the purt's Office. policies estangleferson Paand Procede	be groud by me, and an any resunt is for arish in the control of t	nds for dismiss I authorize the yother pertine lt from furnish no definite per which I am definite by the Jefferson lt of Court's Odrug screening tained in the Estate server when the server was server to the server was s	sal. The references listed above the information they may ing information to you. The ing and, that I may be comiciled throughout my havish Clerk of Court, ffice. The as per the Statement of mployee Handbook.			