



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 ____

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

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 ____

In addition to English, what languages can you speak? _____

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				

PREVIOUS EMPLOYMENT

	<i>Name, Address, & Telephone # of Employer</i>	<i>Years Employed</i>	<i>Salary</i>	<i>Position</i>	<i>Reason for Leaving</i>
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

	<i>Name, Address, & Telephone of Reference</i>	<i>Years Acquainted</i>	<i>Relationship</i>	<i>Business</i>
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 _____

This Organization Participates in E-Verify

Esta Organización Participa en E-Verify



This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU..

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify



E-VERIFY IS A SERVICE OF DHS AND SSA

The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

English / Spanish Poster

IF YOU HAVE THE RIGHT TO WORK



DON'T LET ANYONE TAKE IT AWAY

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally-authorized workers from discrimination based on their citizenship status and national origin. You can read this law at [8 U.S.C. § 1324b](#).

The **Immigrant and Employee Rights Section (IER)** may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the [Form I-9](#) or using [E-Verify](#) (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/ier

IER@usdoj.gov



U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2019

This guidance document is not intended to be a final agency action, has no legally binding effect, and has no force or effect of law. The document may be rescinded or modified at the Department's discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent. For more information, see "Memorandum for All Components: Prohibition of Improper Guidance Documents," from Attorney General Jefferson B. Sessions III, November 16, 2017.



SI USTED TIENE DERECHO A TRABAJAR



NO DEJE QUE NADIE SE LO QUITTE

Si usted dispone de las capacidades, experiencia y derecho legal a trabajar, su estatus migratorio o de ciudadanía no debe representar un obstáculo, ni tampoco lo debe ser el lugar en que usted nació o ningún otro aspecto de su nacionalidad de origen. Existe una parte de las leyes migratorias de los EE. UU. que protegen a los trabajadores que cuentan con la debida autorización legal para trabajar de la discriminación por motivos de su estatus de ciudadanía o nacionalidad de origen. Puede consultar esta ley contenida en la [Sección 1324b del Título 8 del Código de los EE. UU.](#)

Es posible que la [Sección de Derechos de Inmigrantes y Empleados \(IER, por sus siglas en inglés\)](#) pueda ayudar si un empleador lo trata de una forma injusta, en contra de esta ley.

La ley que hace cumplir la IER es la Sección 1324b del Título 8 del Código de los EE. UU. Los reglamentos de dicha ley se encuentran en la Parte 44 del Título 28 del Código de Reglamentos Federales.

Este documento de orientación no tiene como propósito ser una decisión definitiva por parte de la agencia, no tiene ningún efecto jurídicamente vinculante y puede ser rescindido o modificado a la discreción del Departamento, conforme a las leyes aplicables. Los documentos de orientación del Departamento, entre ellos este documento de orientación, no establecen responsabilidades jurídicamente vinculantes más allá de lo que se requiere en los términos de las leyes aplicables, los reglamentos o los precedentes jurídicamente vinculantes. Para más información, véase «Memorandum para Todos Los Componentes: La Prohibición contra Documentos de Orientación Inapropiados», del Fiscal General Jefferson B. Sessions III, 16 de noviembre del 2017.

Llame a la IER si un empleador:

No lo contrata o lo despiden a causa de su nacionalidad de origen o estatus de ciudadanía (esto podría representar una vulneración de parte de la ley contenida en la Sección 1324b(a)(1) del Título 8 del Código de los EE. UU.)

Lo trata de una manera injusta a la forma de comprobar su derecho a trabajar en los EE. UU., incluyendo al completar el [Formulario I-9](#) o utilizar [E-Verify](#) (esto podría representar una vulneración de la ley contenida en la Sección 1324b(a)(1) o (a)(6) del Título 8 del Código de los EE. UU.)

Toma represalias en su contra por haber defendido su derecho a trabajar al amparo de esta ley (la ley prohíbe las represalias, según se indica en la Sección 1324b(a)(5) del Título 8 del Código de los EE. UU.)

Esta ley puede ser complicada. Llame a la IER para más información sobre las protecciones existentes contra la discriminación por motivos del estatus de ciudadanía o la nacionalidad de origen.

Sección de Derechos de Inmigrantes y Empleados (IER)

1-800-255-7688

TTY 1-800-237-2515

www.justice.gov/crt-espanol/ier

IER@usdoj.gov



Departamento de Justicia de los EE. UU., División de Derechos Civiles, Sección de Derechos de Inmigrantes y Empleados, enero del 2019

