

**LAFAYETTE CITY - PARISH CONSOLIDATED GOVERNMENT
CIVIL SERVICE SYSTEM
291-8330**

TO FILE AN APPLICATION

Only U.S. citizens and non-citizens authorized to work in the United States by the U.S. Citizenship and Immigration Service are eligible for employment by the Lafayette Consolidated Government.

In order for an application to be accepted, the following items are required at the time the application is turned in.

1. Proof that the applicant is 18 years of age or older and has permission to work in the United States issued by the Department of State if not a citizen, and has submitted to the Civil Service Office the prescribed completed employment forms of the aforementioned, prior to the deadline for applications.
2. Proof of a social security number. If you do not have your SS card, an official document with your number **printed** on it will be accepted. (Ex: W-2, pay stub, etc.)

The following item may be turned in at any time **before** the test is given.

3. Proof of honorable discharge: DD214. You must show proof of having served 90 consecutive days of active duty and show proof that you were honorably discharged. Anyone showing proof will be awarded five points to a passing score.
4. Deadlines are strictly enforced, your application form with items 1 and 2 listed above must be submitted to the Civil Service Office before both date / time and maximum number of applications stated on the ad or announcement of the vacancy.

- ! After the Civil Service test the top five scoring applicants plus ties will be certified as eligible for hire.
- ! Any offer of employment is subject to your passing the physical examination, the drug test and retaining or achieving any qualifications or licenses or certifications required by the job.
- ! Any employee hired into the LCG Civil Service system is subject to a 6 month probationary period, if unwilling or unable to perform satisfactorily during that time, the new employee may be dismissed without right of appeal.
- ! Continued employment is subject to the Conditions of Employment Policy (from Human Resources Office)

DEADLINE: _____ Noon

LAFAYETTE CONSOLIDATED GOVERNMENT

CIVIL SERVICE SYSTEM
705 WEST UNIVERSITY AVENUE
P.O. BOX 4017-C
LAFAYETTE, LOUISIANA 70502
(337) 291-8330

NOTICE:
Resumes will not be accepted in lieu of this completed form.

APPLICATION FOR EMPLOYMENT

Fill out this application on typewriter or print in ink. To avoid delay in processing please give complete and accurate information.

IDENTIFICATION

THE FOLLOWING IS NECESSARY TO NOTIFY YOU OF EXAMINATION RESULTS AND/OR INTERVIEWS ONLY.

1. Position applied for: _____

2. Name: _____
 LAST FIRST MIDDLE

3. Mailing Address: _____
 Number Street Apartment Number
 City State Zip Code

4. Phone: _____ _____ DO NOT WRITE IN THIS SPACE
 Home # Work #

VP		RES
RV		SS
RI		R'ced by:

5. Social Security Number: _____

PERSONAL DATA

ANSWER THE FOLLOWING QUESTIONS BY PLACING AN "X" UNDER "YES" or "NO"	YES	NO	SPECIAL QUALIFICATIONS															
6. Are you a citizen of the United States?	<input type="checkbox"/>	<input type="checkbox"/>	14. If you have a disability and require some testing assistance, (e.g. enlarged print, etc.) explain on separate sheet of paper and advise Civil Service staff before the test.															
7. If not a citizen of the United States, are you a registered alien with government permission to work in this country?	<input type="checkbox"/>	<input type="checkbox"/>	15. List any licenses, certifications or other professional registrations. _____															
8. Are you a registered voter of the City or Parish in which you reside?	<input type="checkbox"/>	<input type="checkbox"/>	16. If you are applying for clerical work, answer the following: Are you trained or experienced in the following skill: Typing Yes <input type="checkbox"/> No <input type="checkbox"/> List any office machines which you are skilled in operating. <table border="1" style="float: right;"> <tr><td></td><td>Yes</td><td>No</td></tr> <tr><td>Dictaphone</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Copier</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Calculator</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> <tr><td>Personal Computer</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr> </table> List any other Machines: _____ _____		Yes	No	Dictaphone	<input type="checkbox"/>	<input type="checkbox"/>	Copier	<input type="checkbox"/>	<input type="checkbox"/>	Calculator	<input type="checkbox"/>	<input type="checkbox"/>	Personal Computer	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No																
Dictaphone	<input type="checkbox"/>	<input type="checkbox"/>																
Copier	<input type="checkbox"/>	<input type="checkbox"/>																
Calculator	<input type="checkbox"/>	<input type="checkbox"/>																
Personal Computer	<input type="checkbox"/>	<input type="checkbox"/>																
9. Have you in the past worked, full-time or part-time for the: <input type="checkbox"/> former City of Lafayette Government? <input type="checkbox"/> former Lafayette Parish Government? <input type="checkbox"/> Lafayette Consolidated Government? If yes, please check the appropriate agency and state which department below. _____	<input type="checkbox"/>	<input type="checkbox"/>																
10. Do you currently work for the Lafayette Consolidated Government? If yes, state which department. _____	<input type="checkbox"/>	<input type="checkbox"/>																
11. Within the past 7 years have you been discharged from a position because your work or conduct was unsatisfactory? If yes, explain in item #22 on back.	<input type="checkbox"/>	<input type="checkbox"/>																
12. May inquiry be made of your present and/or past employer concerning your work record, qualifications, etc.?	<input type="checkbox"/>	<input type="checkbox"/>																
13. Have you ever been CONVICTED, PLACED ON PROBATION, OR A SUSPENDED SENTENCE, for an offense other than minor traffic violations? (Convictions are not necessarily a bar to employment). If yes, explain in Item #23 on back.	<input type="checkbox"/>	<input type="checkbox"/>																

THE LAFAYETTE CONSOLIDATED GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

17. Circle the last grade of school you completed:

Grade School 1 2 3 4 5 6 7 8 High School 9 10 11 12 GED

List your education since high school including colleges, business, trade, correspondence, and military service schools.

Colleges, Universities and Junior Colleges Attended

NAME AND LOCATION	Date Attended		Credit Hours	Major	Degree and Year
	From	To			

Business or Trade Schools Attended

NAME AND LOCATION	Date Attended		Courses Completed	Date of Diploma or Certificate
	From	To		

Correspondence or Military Courses Completed

NAME AND LOCATION	Length of Course	Courses Completed	Date Completed

MILITARY SERVICE

18. Are you claiming Veteran's Preference? _____ If yes, then complete the following and present your DD214 before taking test.
 Branch of Service Rank at time of Separation
 (Army, Navy, etc.)

Date Entered Active Duty Date	Separated From Active Duty Retired Yes <input type="checkbox"/> No <input type="checkbox"/>	Military Occupation Specialty
-------------------------------	--	-------------------------------

Was Service Performed on active Full Time Basis With Full Time Pay and Allowance Yes No

19. Experience: Begin with your present or latest position and work backwards. Account for all periods of employment or unemployment. GIVE YOUR DUTIES AND RESPONSIBILITIES IN SUCH DETAIL AS TO MAKE YOUR QUALIFICATIONS CLEAR.

STUDY THE FOLLOWING EXAMPLE:

From: Oct. 19 64 to July 19 69
 Month Yr. Month Yr.

Name of Employer:
Commonwealth of Kentucky
 Address
Finance Bldg. Auditor's Office
 Phone#
233-3333

Kind of Business or Organization
Public Service
 Was this a Supervisory Position?
Yes

Name and Title of Your Immediate Supervisor
A.C. Cole - Asst. State Auditor
 Reason for Leaving
To Enter Army

Exact Title of Your Position: _____ Senior Auditor

Salary: Starting \$ _____ 910.00 per _____ month, Final \$ _____ 1,099.00

DUTIES AND RESPONSIBILITIES: Made field audits of accounts of state departments or political subdivisions or of persons and business firms subject to taxation or regulation by the State. Made assignments and reviewed the work of assistants; prepared reports in connection with audits made; gave instructions and direction to public officials in connection with approved methods of accounting for public funds. Occasionally testified in courts on matters involving audits completed.

1) PRESENT OR LAST POSITION

From _____, _____ to _____, _____
Month Yr. Month Yr.

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____, Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

2) NEXT PREVIOUS POSITION

From _____, _____ to _____, _____
Month Yr. Month Yr.

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____, Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

3) NEXT PREVIOUS POSITION

From _____, _____ to _____, _____
Month Yr. Month Yr.

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____, Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

20. List volunteer experience here:

4) NEXT PREVIOUS POSITION

From _____ , _____ to _____ , _____
Month Yr. Month Yr.

Exact Title of Your Position: _____

Salary: Starting \$ _____ per _____ , Final \$ _____

Name of Employer: _____

Duties and Responsibilities: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

REFERENCES

21. List three persons (do not list relatives or people who have worked for you) who have definite knowledge of your qualifications and fitness for the position for which you are applying.

FULL NAME	ADDRESS (Complete)	PHONE NO.	BUSINESS or OCCUPATION

REMARKS

22.

23.

24.

YOU MUST SIGN APPLICATION

I certify that all statements made in this application are true, complete and correct to the best of my knowledge. I realize that any misrepresentation herein may cause my application to be rejected, my name removed from the employment list, or I may be subject to dismissal from the employment of the Lafayette Consolidated Government.

Signature

Date

RECRUITING INFORMATION

The following information does not become part of your application for employment. Your answers will neither help nor hinder your chance for employment with the Lafayette Consolidated Government. They do, however, help us to assess our recruiting efforts, as well as to monitor the progress of our Equal Employment Opportunity Program. Therefore, we ask your cooperation in providing the following information. Thank you.

1. DATE OF APPLICATION: _____

month
day
year

2. NAME: _____

last
first
middle initial

3. SOCIAL SECURITY NO: _____

4. BIRTH DATE: _____

month
day
year

5. JOB APPLIED FOR: _____

6. SEX (Please Check): Male

Female

**7. HOW DO YOU DESCRIBE YOURSELF IN TERMS OF THE FOLLOWING GROUP?
PLEASE CHECK.**

- A. American Indian (including Aleuts and Eskimos)
- B. Black/African-American/African
- C. White/Caucasian/European/Middle Easterner
- D. Hispanic/Chicano/Puerto Rican/Mexican American/Latin American
- E. Oriental/Asian American/Pacific Islander
- F. Disabled as defined by the Americans with Disabilities Act

8. HOW DID YOU HEAR ABOUT THE JOB FOR WHICH YOU APPLIED? PLEASE CHECK.

- A. Lafayette Daily Advertiser
- B. Out-of-town newspaper
- C. Professional journal
- D. Radio
- E. Civil Service bulletin board
- F. Present city-parish employee
- G. University Placement Office
- H. Louisiana State Employment Office
- I. Other

EQUIPMENT OPERATOR IV

PURPOSE AND NATURE OF WORK

This is skilled work in the operation of heavy, complex, construction equipment. Employees of this class may be required to operate more than one piece of heavy equipment depending upon the needs of the assigned job. Employees may work along city streets or in hazardous situations which require the exercise of skill and care in handling the equipment. The operator may also supervise the members of a crew to insure that work schedules are maintained. Work is performed under the general supervision in accordance with established procedures and practices. However, special and more complex assignments receive direct supervision or specific and detailed instructions.

Work of this class is distinguished from that of Equipment Operator III by the type of equipment operated, the skill level required by the job assignment, and the frequency of operation of the assigned equipment.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Operates a bulldozer, dragline, motor grader, large crane, gradall, backhoe, asphalt-patching truck, vacuum basin cleaner with high pressure sewer cleaner, and/or hydraulic flusher truck in the construction, maintenance, and repair of utilities, public works, and recreation projects.

Grades parks, roads, roadsides, etc. using a motor grader. Operates a large crane to remove debris from ditches and concrete-lined coulees; hoists small tracts into concrete-lined coulees to help clear debris. Operates a gradall to clean and dig drainage ditches; sets slopes and grades; helps install subsurface drainage lines. Drives and operates a vacuum inductor sludge truck. Operates a backhoe on a full time basis in the construction and maintenance of water or sewer lines. Operates an asphalt-patching truck in the repair of potholes on city streets. Services, cleans, and makes minor adjustments and repairs to the assigned equipment.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Thorough knowledge of the operation and maintenance of assigned equipment.

Thorough knowledge of the occupational hazards of the work and of necessary safety precautions for the safe operation of assigned equipment.

Knowledge of the traffic laws, ordinances, and regulations applicable to the operation of assigned equipment.

Ability to understand and follow moderately complex oral and written instructions.

Ability to identify operating deficiencies and defects, to determine necessary corrective measures, and to make minor repairs and service to assigned equipment.

Skill in the operation of assigned equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and experience in the operation of heavy construction equipment similar to those types listed herein, including some experience in precision work; or any equivalent combination of training and experience.

NECESSARY SPECIAL REQUIREMENT (Depending upon area of assignment)

1. Possession of the appropriate class commercial driver's license and endorsements as issued by the State of Louisiana.
2. Applicants must have at least a valid Commercial Driver's License or CDL permit to apply and test, but must obtain a Louisiana CDL with endorsements, prior to hire.
3. Obtain a Class III, Level C, Solid Waste Disposal System Operator Certification as issued by the Louisiana Department of Environmental Quality within 2 years after appointment. (Sludge Truck Operator Only.)

LAFAYETTE CONSOLIDATED GOVERNMENT

NOTICE TO APPLICANTS

PRE-EMPLOYMENT DRUG TESTING

The LAFAYETTE CONSOLIDATED GOVERNMENT has a policy prohibiting the possession, distribution, use, consumption, or being under the influence of, alcohol or illegal or unauthorized, controlled substances, in order to provide a safe and healthful environment for employees, visitors, and members of the general public. Therefore, those applicants selected for employment with the LAFAYETTE CONSOLIDATED GOVERNMENT will be required to submit to a urine drug screen test and shall be dropped from consideration of employment if the testing results indicate a detectable amount of illegal or unauthorized substances.

Individuals who have been disqualified due to positive test results shall be ineligible to reapply for work with the LAFAYETTE CONSOLIDATED GOVERNMENT for a period of seven years after having been dropped from consideration. Upon reapplication, those applicants must show proof of their completion of a reasonable drug and alcohol treatment or counseling program.