

**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)

1) PRESENT OR LAST POSITION

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

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

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

Duties and Responsibilities: _____

2) NEXT PREVIOUS POSITION

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

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

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

Duties and Responsibilities: _____

3) NEXT PREVIOUS POSITION

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

Name of Employer: _____

Address: _____

Phone # _____

Kind of Business or Organization: _____

Was this a Supervisory Position? _____

Name and Title of Your Immediate Supervisor: _____

Reason for Leaving: _____

Exact Title of Your Position: _____

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

Duties and Responsibilities: _____

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 Eastern
_____ 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

ELECTRICAL ENGINEER I

PURPOSE AND NATURE OF WORK

Classification includes positions whose purpose is to train and develop engineering graduates for positions of higher responsibility. Employees of this classification apply knowledge of engineering to well defined problems and/or assignments chosen to develop a familiarity with the methods and materials of the electrical engineering field.

Incumbent work under the direction of a registered Professional Engineer, and have no supervisory responsibilities. Incumbents may work alternately in different sections of electrical engineering of the Department of Utilities.

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.)

Reviews maps, diagrams, schematics and documents to obtain familiarity with relevant facilities of the City of Lafayette. Assists in preparation of designs, specifications and bid packages for construction or renovation projects. Participates in evaluation of bids, contract administration, and preparation of change orders. Ascertain contractor and in-house compliance with applicable standards, codes or regulations.

Problems limited in consequence of error, or in complexity, may be assigned for work with relative independence.

Performs related work as required.

NECESSARY KNOWLEDGES, ABILITIES, AND SKILLS

Knowledge of theory and practices of engineering related to the area of assignment as obtained from an accredited college or university.

Knowledge of computer applications as required by area of assignment.

Ability to identify, obtain, understand and apply applicable codes, regulations or legal standards for construction and renovation of municipal utility or public works facilities.

Ability to obtain and apply an significant knowledge of street, drainage, electric, water and wastewater facility layout, function, characteristics and limitations.

Ability to read, understand and apply contracts, specifications, change orders, purchasing and funding procedures.

Ability to form and maintain effective working relationships with elected officials, public and employees.

NECESSARY QUALIFICATIONS

Bachelor of Science degree in Electrical Engineering from an accredited college or university, as appropriate to the area of assignment.

DESIRABLE QUALIFICATION

Possession of the Engineer Intern certification by examination, in the State of Louisiana.

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.