

**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)

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
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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

FACILITIES MAINTENANCE REPAIRMAN

NATURE AND PURPOSE OF WORK

Positions in this class perform maintenance and repair of Lafayette Consolidated Government buildings and auxiliary structures, and repair and maintenance of a variety of mechanical, plumbing, and electrical equipment. Work is performed independently or as a member of a crew, depending on the nature of the task. Routine tasks are given only general supervision; however, special tasks are performed under close supervision. Occasionally, employees of this class exercise general supervision over the work of helpers. All work is subject to review by a Maintenance Supervisor for compliance with standard procedures and specifications.

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.)

Makes structural repairs to buildings and performs minor plumbing, mechanical, and electrical repairs. Installs electrical wiring and plumbing which does not require journeyman skills. Paints building and auxiliary structures and equipment. Occasionally repairs and maintains small combustion engines; inspects, maintains and performs minor repairs on motors, pumps, and valves; changes bearings, packing, and seals. May perform various welding tasks not requiring the skills of a journeyman welder. May occasionally supervise the work of helpers. Performs preventative maintenance on ice machines, refrigerators, water coolers, cooling towers, roof structures, etc. Installs and adjusts doors, locksets, thresholds, floor tile, base moldings, hinges, etc. Rebuilds air handlers, replaces shafts, bearings, pulleys, and fan motor assemblies. Performs related work as well.

NECESSARY KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of the materials, methods, procedures, tools and equipments appropriate to the operation area to which assigned.

Knowledge of occupational hazards and safety precautions necessary in the area of work assignment.

Knowledge of short arithmetic.

Some knowledge of basic electricity, electrical codes, plumbing, and rough carpentry.

Ability to perform a variety of semi-skilled and maintenance tasks.

Ability to perform moderately strenuous tasks.

Ability to make material estimates, to understand and work from general instructions and specifications, and to follow blueprints and sketches.

Ability to establish and maintain effective relationships with superiors and other employees.

Skill in the use of tools, materials, and equipment used in the building, electrical, and mechanical trades.

Skill in the loading, transfer, and unloading of various materials and equipment.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from high school and experience in the building, electrical, and mechanical trades; or any equivalent combination of experience and training.

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.