



ST TAMMANY PARISH CORONER'S OFFICE
Application for Employment
An Equal Opportunity Employer

65278 Hwy. 434
Lacombe, Louisiana 70445
985.781.1150
info@stpcoroner.org

All Questions On This Form Must Be Answered.
An incomplete application may disqualify you from consideration for employment.

Personal Information		
Last Name _____	First Name _____	Middle _____
Address _____	City _____	State _____ Zip _____
Code Cell Phone: (____) _____ - _____	Email Address: _____	Date: _____
Are you 18 years of age or older? <input type="checkbox"/> Yes <input type="checkbox"/> No		
*If not, you will be required to provide a work permit from the St. Tammany Parish School Board.		
If hired, can you provide proof that you are legally authorized to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		
No If the position sought requires driving, can you provide a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – Position does not require a driver's license.		
Do you possess a commercial driver's license (Class A or B)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – Position does not require a CDL.		

Educational Background				
School Name	Location (City, State)	Years Completed (Circle)	Degree Earned (Yes or No)	Major / Course of Study
High School:		1 2 3 4		
College/University:		1 2 3 4		
Graduate/ Professional:		1 2 3 4		
Technical School:				

Current and Previous Employment

Position for which you are applying: _____
(Separate Applications are Required for Each Position Sought)

After reviewing the job description for the position desired, are you able to perform the essential functions of the job with or without reasonable accommodation? Yes No

How did you hear about this position? _____

Earliest Start Date: _____ Salary Desired: _____

Have you ever worked for St. Tammany Parish Coroner before? Yes No

If yes, what were your employment dates and in what position? _____

Do you have any friends and/or relatives working here? Yes No

If yes, please provide names and relationship to you: _____

Please list the names of your present and previous employers in chronological order from most recent (current) to least recent. Please include at least the most recent 3 employers. Include part-time, seasonal and all other employment. Add additional pages if necessary to describe work history. Do not answer "See Resume."

Employer Name and Address	Job Title	Starting/Ending Compensation
Dates Employed	Supervisor's Name & Job Title	Supervisor's Work Number & Email Address
Job Duties	Reason for Leaving	

If currently employed, may we contact them? Yes No

Employer Name and Address	Job Title	Starting/Ending Compensation
Dates Employed	Supervisor's Name & Job Title	Supervisor's Work Number & Email Address
Job Duties	Reason for Leaving	

Employer Name and Address	Work Phone Number	Job Title
Dates Employed	Supervisor's Name & Job Title	Starting/Ending Compensation
Job Duties	Reason for Leaving	

OTHER RELEVANT EXPERIENCE

Describe any other experience you have that is relevant to the job for which you are applying or list any job-related designations, military experience, certifications or courses completed that may be applicable to the position desired (*Upon hire, you may be asked to show proof of licenses and/or certifications, if they are required by the job*):

Have you ever been terminated or asked to resign from any job? Yes No

If yes, please explain circumstances:

References List the name, location, phone number and relationship of at least 3 <u>work-related</u> references. References cannot be related to you.			
Name	Address (including city and state)	Telephone Number	Relationship

Criminal History

St. Tammany Parrish Coroner's Office does not require the disclosure of applicant's criminal history at this stage in the recruiting process; however, a criminal background check will be conducted on all applicants who are offered positions with St Tammany Parish Coroner's Office. Convictions do not constitute an automatic bar from employment. St. Tammany Parish Coroner's Office will consider the nature of the crime, its seriousness, the substantial relation to the position's functions and qualifications, the number of occurrences, the applicant's age at the time of the crime, the time elapsed since the crime, the applicant's entire work and educational history, employment references and recommendations, and the business necessity of any exclusion when required by state, local or federal law.

Equal Employment Opportunity

St. Tammany Parish Coroner's Office provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Acknowledgement

I understand that St. Tammany Parish Coroner's Office may inquire with any current or former employers, professional, educational, and personal references listed in the application, or any other individuals I may name concerning my work experience. I further acknowledge that if I am offered a position with the Coroner's Office, my written consent will be required to conduct background investigations to include criminal background checks, motor vehicle reports, education verification, and other consumer reports that may contain pertinent information related to my candidacy for the position desired. I understand St. Tammany Parish Coroner's Office will consider the information contained in a background or credit report as dictated by the Fair Credit Reporting Act (FCRA) requirements.

I understand that St. Tammany Parish Coroner's Office reserves the right, to the extent permitted by law, to require drug and alcohol screening tests and occupational physicals (if applicable) of an applicant or an employee either prior to beginning employment or anytime during employment.

I certify that I have received a copy of the position description for the job desired. I understand that this employment application and any other company documents provided during the application process are not a promise of employment.

I certify that the information given by me on this application and during the interview process is true and complete in all respects, and I agree that if the information is found to be false, misleading, or unsatisfactory in any respect (in the company's judgment) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

Date

Applicant Signature