

**Jon A. Gegenheimer**  
**JEFFERSON PARISH CLERK OF COURT**



**Personnel Department**  
P.O. Box 10 Gretna LA 70054-0010  
(504) 364-2900

**APPLICATION FOR EMPLOYMENT**

**Date:** \_\_\_\_\_, 20\_\_

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

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 arrested?    **Y** \_\_\_ **N** \_\_\_ If yes, when? \_\_\_\_\_

If yes, what is the disposition of the matter? \_\_\_\_\_

**MILITARY SERVICE**

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**

	<i>Name &amp; Location</i>	<i>Years Attended</i>	<i>Did you graduate?</i>	<i>Subjects Studied</i>
<b>College or University</b>				
<b>Trade, Business, etc.</b>				
<b>High School</b>				
<b>Grammar School</b>				

## PREVIOUS EMPLOYMENT

	<b>Name, Address, &amp; Telephone # of Employer</b>	<b>Years Employed</b>	<b>Salary</b>	<b>Position</b>	<b>Reason for Leaving</b>
<b>1.</b>					
<b>2.</b>					
<b>3.</b>					
<b>4.</b>					

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:

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Please attach a current resume.

## REFERENCES

	<b>Name, Address, &amp; Telephone of Reference</b>	<b>Years Acquainted</b>	<b>Relationship</b>	<b>Business</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				

*I certify that the facts contained in this application are true and complete to the best of my knowledge and I understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize an investigation of all statements contained herein and the references listed above to give you any and all information concerning my previous employment and education, and any pertinent information they have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.*

*I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, 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 to adhere to the policies included in but not limited to those outlined in the Employee Handbook and the Safety Manual of the Jefferson Parish Clerk of Court's Office, and I understand that I will be subject to a pre-employment drug screening as per the Statement of Policy on Drug Abuse. I also understand that direct deposit of my paycheck is a condition of employment with the Jefferson Parish Clerk of Court's Office.*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_