City of Ville Platte

126 East Main Street
Post Office Box 390
Ville Platte, LA 70586
(337) 363-2939 {Phone}

## APPLICATION



## **INSTRUCTIONS**

(337) 363-1121 {Fax} www.cityofvilleplatte.com

**PLEASE PRINT OR TYPE** The application must be filled out accurately and completely. Answer all questions. Do not leave an item blank. If an item does not apply, write N/A (not applicable). Incomplete applications will not be considered. All statements made on the application are subject to verification. Exaggerated, false, or misleading statements may be cause for rejection of the application and/or termination of employment. Eligibility for hire may be based on a rating of this application: therefore, completeness and accuracy is of the utmost importance.

APPLICANT	NFORMATION								
ast Name			First			M.I.			
treet Address						Apt. #			
ity			State		ZIP				
ome hone:				Cell Phone:					
mail		Start Da	te:		Social Security #:				
osition Applied	for				· · · · · · · · · · · · · · · · · · ·				
re you a citizen	of the United States?	YES	NO 🗆	If No, are you a	authorized t	o work in th	ne U.S.?	YES 🗌	NO 🗆
lave you ever w ille Platte	orked for the City of	YES 🗆	NO 🗆	If Yes, when?			1		
id you serve in	the U.S. Armed Forces?	YES 🗆	NO 🗆	If Yes, what branch?					
oid you receive if no, explain:	an honorable discharge?	YES	NO 🗆	Do you claim v	n veteran's preference?				
Please list yo	our education beginning	with your	nignest de	gree earned:					
School /	Name of Institution Attended	City, State			Date (From / To)	Degre	e Earned		Major
ecial Skills and	Training								
	Trailing								
you a licensed	or certified member of a pr	rofession or	trade? YES	□ NO □ If Y	License or	license or c Certificatio Yea	n number		

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Print Nan	Print Name:          Date:											
WORK HISTORY												
CURRENT OR LAST EMPLOYMENT: FULL-TIME  PART-TIME  If part-time, number of hours worked per week:												
Company:	Company:						Phone:	( )				
Address:							City, State, Zip:					
Job Title:					Starting Sal	lary	\$	Ending Salary \$				
Responsib	Responsibilities:											
From		То		Reason for Leaving	:							
		10										
Supervisor	Supervisor: May we contact your employer? YES \( \subseteq \text{NO} \subseteq											
PRIOR E	MPLOYI	MENT:	FULL-TIM	1E PART-TIME	☐ If part	t-time	e, number o	f hours wo	orked per week:			
Company:						Phone:	( )	( )				
Address:							City, State, Zip:					
Job Title: Starting Sa					lary	\$	Ending Salary \$					
Responsibilities:												
_		_		Reason for Leaving	:							
From		To Reason for Economy.										
Supervisor: May v							y we contact this employer? YES   NO					
PRIOR EMPLOYMENT: FULL-TIME ☐ PART-TIME ☐ If part-time, number						number of	per of hours worked per week:					
Company:						Phone:	( )					
Address:							City, State	State, Zip:				
Job Title		Starting S			Starting Sal	lary	\$	Ending Salary \$				
Responsibilities:												
From		To Reason for Leaving:										
					May	ay we contact this employer? YES \( \square\) NO \( \square\)						
<u> </u>								-				

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Print Name:		Date:				
DRIVER'S LICENSE INFORMATION	ON					
Do you have a valid driver's license	? ? YES 🗌 NO 🔲 If	yes, answer the following:				
Driver License Number:		Have your license ever been suspended? YES ☐ NO ☐ Have your license ever been revoked? YES ☐ NO ☐				
State: Expiration D	vate:	If Yes to either or both of the above, please explain and provide dates:				
Class: Endorsements:	Restrictions:					
Please list all traffic citations recei	ved within the last seven (	7) years: (speeding, driving under the influence, etc.)				
Date of citation:		Date of citation:				
Law enforcement agency that issued cit	tation:	Law enforcement agency that issued citation:				
Offense/Charge:		Offense/Charge:				
Points:		Points:				
Outcome:		Outcome:				
ADDITIONAL INFORMATION						
Are you eighteen (18) years or older?	YES NO	Have you ever been fired, forced to resign, or resigned in lieu of termination? YES ☐ NO ☐ If yes, please explain:				
Will you work holidays?	YES NO	Employer's Name:				
Will you work weekends?	YES NO	Date: Reason:				
Will you work night shifts?	YES NO NO					
Are you related to anyone currently working for the City of Ville Platte?	YES NO	Have you ever been found guilty of, had adjudication withheld, or pled no contest to any violation of the law? YES NO				
If yes, answer the following:		If yes, please answer the following:				
Name:		Felony  Misdemeanor Date:				
Delationahin		Offense/Charge:				
Relationship:						
Department:		* A conviction does not automatically mean you cannot be employed by the City of				
		Ville Platte. The nature of the offense, when occurred, etc., are given consideration.				

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Print Name:			Date:				
PROFESESSIONAL REFERENCES							
Please list three professional references. Names and address employment experience whom we may contact:	sses of people v	vho are fa	miliar with your previous educat	ional and/or			
Name:			Relationship				
Company:							
Address:	City, State:			Zip:			
Name	'	Relationship					
Company							
Address	City, State:			Zip:			
Name		Relation	ship				
Company			Work: ( ) Cell: ( )				
Address	City, State:			Zip:			
e City of Ville Platte is an Equal Opportunity Employer. gion, age or national origin. Discrimination against har ereby certify that each response on this application an City of Ville Platte are true, correct, and complete. I use provided will be subject to disqualification in an excelected, I will provide copies of educational transcripts cial birth certificate, and a copy of my social security of the sequent to an offer of employment, I give my voluntation may be tested for use of drugs and/or controlled sumination of all new employees, and review the results following: X-Ray, drug screening, review of medical has signature affirms that all information is true to the bequalification of consideration or termination of my employees.	d all other infunderstand that camination or s from all schoot ary consent to ubstances. The prior to the history, and ot st of my know	prohibite ormation at any in to discha ools, colle tart date be med ae City of employe her data	I have submitted in applying correct, incomplete, or false sarge at any time.  eges/universities which I have of employment with the City cally examined and to provid Ville Platte shall require a pre's first day of work. The examined	g for employment with statement of information e attended, a copy of my of Ville Platte.  le a sample of urine, e-employment medical am shall include at least			
nature F	Print Name			Date			

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PRINT NAME: DATE:	
NOTICE TO APPLICANT	
INTENT TO OBTAIN A CONSUMER REPORT	
In connection with your application for employment, we would like to procure certain background information concerning you, which is contained in a consumer report. A consumer report may contain information regarding your driving record and/or criminal background.	
Before we procure a consumer report, you must authorize the City of Ville Platte to obtain the consumer report. You have the right to decline authorization for us to procure a consumer report. However, if you decline, we will not consider you further for employment. Below is a release to procure a consumer report allowing the City of Ville Platte to obtain a consumer report. Please read the release carefully and indicate your choice regarding disclosure.	
RELEASE TO PROCURE A CONSUMER REPORT	
I have read the "Notice to Applicant of Intent to Obtain a Consumer Report."	
I understand that I have the right to decline authorization for the City of Ville Platte to procure a consumer report concerning me.	
Understanding these rights	
I authorize the City of Ville Platte to procure a consumer report concerning me.	
I do not authorize the City of Ville Platte to procure a consumer report concerning me.	
Name (Please Print)	
Social Security Number	
Signature	
Date	

## THANK YOU FOR YOUR INTEREST IN WORKING FOR THE CITY OF VILLE PLATTE

THE CITY OF VILLE PLATTE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Your application for employment with the City of Ville Platte will be active for 90 calendar days. After 90 calendar days, you must reapply for available positions.

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