

EMPLOYMENT APPLICATION: INSTRUCTIONS

Terrebonne Parish Consolidated Government



There's never been a better time to join our team!

Thank you for your interest in Terrebonne Parish Consolidated Government! We know applying for a job can be intimidating, so use these instructions to guide you through our application and hiring process.

Complete the Application



- Fill out all fields on the application. If something doesn't apply to you, enter **N/A**.
- Fill out separate applications if you are applying for multiple jobs with TPCG.
- If filling out by hand, write legibly in blue or black ink (not pencil).
- Resumes will not be accepted in lieu of the applications unless stated in the job notice. However, if you have a resume and/or cover letter handy, attach it to your application!
- Be sure to sign the application where indicated.

Submit it to Human Resources



Submit your application and resume/cover letter (if available) in one of the following ways:




Email
employment@tpcg.org



Mail or In Person
Terrebonne Parish
Consolidated Government
Attn: Human Resources
8026 Main Street, Suite 520
Houma, LA 70360



Drop Box
Gabasse Street
Parking Garage - Lane 1
Attn: Human Resources



Fax
(985) 850-4696

What Comes Next?



We'll be in touch! Don't worry. Whether you're selected for an interview or not, *you'll hear from us.*



Questions? No problem! Email HR at employment@tpcg.org or call (985) 873-6474.

EMPLOYMENT APPLICATION

Terrebonne Parish Consolidated Government



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Section 1. PERSONAL			
APPLICANT			
Name Last	Suffix	First	Middle initial
Mailing Address Street	City	State	Zip
Phone Number	Email Address		
Louisiana Driver's License? <i>If yes, provide type, endorsements, and expiration date.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	Type (personal, commercial, etc.)	Endorsements	Expiration date
MISCELLANEOUS <i>Attach additional sheets if necessary for this section.</i>			
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you able to submit verification of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	Have you ever been accused of unlawful discrimination, including sexual harassment? <i>If yes, attach a separate sheet to explain. An affirmative answer will not necessarily disqualify you.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a felony? <i>If yes, explain below. A conviction may not disqualify you, but a false statement will.</i> <input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 2. POSITION <i>If closing date is not listed on the job vacancy notice, leave Closing Date blank.</i>		
Position Title <i>List the exact position title for which you are applying.</i>	Job Number	Closing Date

Section 3. EMPLOYMENT		
Are you presently employed? <i>If yes, may we contact your present employer?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	What's your experience with TPCG? <i>Check all that apply.</i> <input type="checkbox"/> Applied before <input type="checkbox"/> Worked here previously <input type="checkbox"/> None	
How were you referred to TPCG? <input type="checkbox"/> TPCG.org <input type="checkbox"/> Facebook <input type="checkbox"/> Walk-in <input type="checkbox"/> Employee Referral _____ <input type="checkbox"/> Other _____		

Section 4. NEPOTISM <i>If a member(s) of your family is(are) currently employed with TPCG, complete this section.</i>		
NAME OF EMPLOYEE	RELATIONSHIP	DEPARTMENT

This application becomes a public record and is subject to disclosure.

Terrebonne Parish Consolidated Government is an equal employment opportunity employer and does not discriminate against an applicant because of a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or any other legally protected characteristic.

Section 5. EDUCATION *Applicants may be required to provide proof of diplomas, degrees, transcripts, licenses, certifications, and registrations.*

Indicate the highest elementary or secondary grade completed. Did you graduate from high school or receive a GED/HSE?
 1 2 3 4 5 6 7 8 9 10 11 12 Yes No

POST-SECONDARY EDUCATION *Undergraduate colleges or universities, graduate schools, or technical/vocational/business schools*

SCHOOL	GRADUATION DATE <i>or number of credit hours completed if not finished</i>	TYPE OF DEGREE OR DIPLOMA	MAJOR AND MINOR FIELDS OF STUDY

Section 6. LICENSES/CERTIFICATIONS *If a license, certification, or other authorization is required for the position for which you are applying, complete this section.*

LICENSE / CERTIFICATION <i>(e.g., RN, PE, CPA, Attorney, etc.)</i>	DATE ISSUED	DATE EXPIRES	ISSUED BY AND LOCATION OF ISSUING AUTHORITY <i>(e.g., State or other authority)</i>	LICENSE NO.

Section 7. SPECIAL TRAINING, SKILLS, and QUALIFICATIONS *If special job-related training, skills, or experience using machines, office equipment, or software is required for the position for which you are applying, complete this section.*

Section 8. EMPLOYMENT HISTORY *Start with current/most recent job. Include armed forces and self-employment. Consider changes to position for same employer as separate items. Complete all boxes.*

EMPLOYER 1 *Your current/most recent job.*

Name of Business		Type of Business	Phone Number	
Mailing Address <i>Street</i>		City	State	Zip
Dates Employed (month/year) <i>From: To:</i>	Average hours worked per week	Job Title	Supervisor's Name	
Base Rate of Pay <i>Start: Final:</i>		Reason for Leaving		

JOB DUTIES

Are the job duties included in an attached document? *If no, you must list job duties below.*
 Yes No

EMPLOYER 2			
Name of Business		Type of Business	Phone Number
Mailing Address <i>Street</i>		City	State Zip
Dates Employed (month/year) <i>From: To:</i>	Average hours worked per week	Job Title	Supervisor's Name
Base Rate of Pay <i>Start: Final:</i>		Reason for Leaving	
JOB DUTIES			
Are the job duties included in an attached document? <i>If no, you <u>must</u> list job duties below.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYER 3			
Name of Business		Type of Business	Phone Number
Mailing Address <i>Street</i>		City	State Zip
Dates Employed (month/year) <i>From: To:</i>	Average hours worked per week	Job Title	Supervisor's Name
Base Rate of Pay <i>Start: Final:</i>		Reason for Leaving	
JOB DUTIES			
Are the job duties included in an attached document? <i>If no, you <u>must</u> list job duties below.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYER 4			
Name of Business		Type of Business	Phone Number
Mailing Address <i>Street</i>		City	State Zip
Dates Employed (month/year) <i>From: To:</i>	Average hours worked per week	Job Title	Supervisor's Name
Base Rate of Pay <i>Start: Final:</i>		Reason for Leaving	
JOB DUTIES			
Are the job duties included in an attached document? <i>If no, you <u>must</u> list job duties below.</i>			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

EMPLOYMENT APPLICATION: PRE-EMPLOYMENT CERTIFICATION & REFERENCE CHECK

Terrebonne Parish Consolidated Government



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APPLICANT				
Name Last	Suffix	First	Middle initial	Last 4 digits of Social Security No.

AUTHORIZATION
PRE-EMPLOYMENT CERTIFICATION <i>Read the following statements carefully before signing.</i>
<ol style="list-style-type: none"> I authorize the investigation of all statements contained in this application. <ul style="list-style-type: none"> I understand that falsification, misrepresentation, or omission of facts called for will result in immediate termination from employment or removal of my application from consideration. I authorize the Parish to secure information about my experience with former employers, education institutions, and agencies, and for those parties to provide information concerning my experience, releasing all parties from any liability arising there from. If employed by the Parish, I will abide by Parish policies and rules. <ul style="list-style-type: none"> I understand that I will be required to possess a current and valid Louisiana driver's license if my position requires me to drive in the course of my work. If I am offered employment, I understand and agree that I may be required to undergo a medical examination at the Parish's expense and that my offer of employment may be conditioned by that examination. <ul style="list-style-type: none"> I authorize the release of all results or information obtained from such medical examinations to an appropriate Parish representative. If I am offered employment, I understand and agree that I will be required to undergo a drug and/or alcohol test at the Parish's expense and that my offer of employment may be conditioned by the results. <ul style="list-style-type: none"> I authorize the release of all results or information obtained from such drug and/or alcohol testing to an appropriate Parish representative. If I am offered employment, I authorize the release of my adult criminal history record. I understand and agree that unlawful harassment, whether on the basis of a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, disability, genetic information, or any other legally protected characteristic as defined by U.S. Equal Employment Opportunity Commission, will not be tolerated. <p>My signature below indicates that I have read and understand this form and to the best of my knowledge and belief, the information on this application is true and correct. My signature also certifies that I agree to be bound by the terms and conditions stated in this application. This application contains all the understandings and agreements between the Parish and me concerning the nature of my employment and supersedes all prior and/or contemporaneous practices, oral or written agreements, understandings, statements, representations, and promises, expressed or implied, between the Parish and me. I understand and agree that, except as noted above, no person who is either an agent or employee of the Parish may modify, delete, vary, or contradict, whether orally or in writing, the terms and conditions of employment set forth herein.</p>

AUTHORIZATION TO CONTACT
CURRENT EMPLOYERS <i>Read the following statements carefully. Check the boxes to indicate your authorization.</i>
<input type="checkbox"/> I authorize Terrebonne Parish Consolidated Government to make inquiries of current employers concerning my existing employment, including job performance. I further authorize all current employers providing references to respond to verbal and written inquiries from Terrebonne Parish Consolidated Government regarding my current employment, including job performance.
PAST EMPLOYERS <i>Read the following statements carefully. Check the boxes to indicate your authorization.</i>
<input type="checkbox"/> I authorize Terrebonne Parish Consolidated Government to make inquiries of all my past employers, educational institutions, and references concerning my prior employment, including job performance and/or reasons for separation, the verification of my educational background, and personal character. I further authorize all past employers, educational institutions, and all other individuals providing references to respond to verbal and written inquiries from Terrebonne Parish Consolidated Government regarding my past employment, including job performance and/or reasons for separation, the verification of my educational background, and personal character.

SIGNATURE	
Applicant Signature	Date