

# APPLICATION FOR EMPLOYMENT

LAKE CHARLES CITY COURT  
118 W. MILL STREET  
LAKE CHARLES, LA 70601  
337-491-1305

**False, misleading, or incomplete information on this form will cause your application to be rejected without further consideration.**

Position of Interest:

VIOLATION     CIVIL

Date of Application:

Last Name:

First Name:

Middle Name:

Physical Address

City

State

Zip Code

Contact Information

H: \_\_\_\_\_

C: \_\_\_\_\_

W: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Have you ever been arrested?** If yes, please explain  Yes  No

Have you ever been convicted of a felony?  Yes  No

Have you ever had charges expunged from your record?  Yes  No

What hours are you available for work? \_\_\_\_\_

On what date, are you available for work? \_\_\_\_\_

FOR OFFICE USE ONLY

DATE REC'D: \_\_\_\_\_

ACCEPT     REJECT    DATE \_\_\_\_\_

Employment Experience: Start with your present or last job. Include any volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. A Resume may be attached along with this completed section.

<b>Employer</b>		
Address & Phone		
Job Title/Duties		
Hourly Rate/Salary	Starting:	Final:
Employment Dates	From:	To:
Reason for Leaving		

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Hourly Rate/Salary	Starting:	Final:
Employment Dates	From:	To:
Reason for Leaving		

EDUCATION:

	Name and Address of School	Course of Study	Years Completed	Diploma or Degree
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

MILITARY:

BRANCH OF MILITARY SERVICE: _____
DUTY POSITION: _____ (Attach a copy of DD-214)

Describe any specialized training, skills, certifications, special job-related skills and qualifications, and any additional information you feel may be helpful:

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**Work Related References:**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Applicant's Statement:**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. In the event of employment, I understand that false, misleading, or fraudulent information given in my application or interview may result in termination of employment. I understand also that I am required to abide by all rules and regulations of the employer.

I understand that my employment with the Lake Charles City Court is contingent upon my satisfactory results in the pre-employment screening including a pre-employment drug screen and/or physical. As a condition of my employment, I agree to submit to a drug screen test and/or physical and have the results reviewed by the Director of Human Resources and/or Lake Charles City Court.

I understand and acknowledge that any employment relationship with Lake Charles City Court is of "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time, with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of Lake Charles City Court.

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Signature of Applicant

Date