

**APPLICANT: READ THE INSTRUCTIONS ON PAGE 2 BEFORE FILLING OUT THIS APPLICATION**

Print clearly or type. Staple all loose pages before submitting application.



**STATE PRE-EMPLOYMENT APPLICATION**

STATE OF LOUISIANA  
DEPARTMENT OF CIVIL SERVICE  
P.O. BOX 94111, Capitol Station  
Baton Rouge, Louisiana 70804-9111

AN EQUAL OPPORTUNITY EMPLOYER

**SEE INSTRUCTIONS ON PAGE 2**

FOR OFFICE USE	
Action(s) _____	JS NO. _____
Session _____	V.P. _____
Data Entry Completed _____	S.R. _____
ISIS _____	

LAST  
FIRST  
Print Name Above  
MI

Parish of Residence _____	Are you 18 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	Other names ever used _____	<b>Social Security Number</b>
NAME – First _____ Middle _____ Last _____			_____
Mailing Address _____			Work Telephone No. ( ) - _____
City _____ State _____ Zip Code _____			Home Telephone No. ( ) - _____
<b>ARE YOU REQUESTING A REGRADE?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO			Email Address _____

Register, JobTitle(s) or Test Series Applied for	FOR OFFICE USE					ADDITIONAL TITLES					
	SER	CD	REJ	GRD	TR		SER	CD	REJ	GRD	TR

**ALL TITLES LISTED ABOVE MUST HAVE THE SAME SERIES NO.**

**JOB LOCATION AVAILABILITY – IMPORTANT:** Mark at least one (1), but no more than twenty (20) parishes. Mark only the parish (es) where you are willing to work. If you fail to reply to an inquiry or decline an offer of employment in a parish you marked, you will be removed from the eligible list. Availability information on your most recent SF-10 will be your availability for all jobs for which you have applied.

<input type="checkbox"/> 01 Acadia	<input type="checkbox"/> 09 Caddo	<input type="checkbox"/> 17 E B R	<input type="checkbox"/> 25 Jackson	<input type="checkbox"/> 33 Madison	<input type="checkbox"/> 41 Red River	<input type="checkbox"/> 49 St Landry	<input type="checkbox"/> 57 Vermillion
<input type="checkbox"/> 02 Allen	<input type="checkbox"/> 10 Calcasieu	<input type="checkbox"/> 18 E. Carroll	<input type="checkbox"/> 26 Jefferson	<input type="checkbox"/> 34 Morehouse	<input type="checkbox"/> 42 Richland	<input type="checkbox"/> 50 St Martin	<input type="checkbox"/> 58 Vernon
<input type="checkbox"/> 03 Ascension	<input type="checkbox"/> 11 Caldwell	<input type="checkbox"/> 19 E. Feliciana	<input type="checkbox"/> 27 Jeff Davis	<input type="checkbox"/> 35 Natchitoches	<input type="checkbox"/> 43 Sabine	<input type="checkbox"/> 51 St Mary	<input type="checkbox"/> 59 Washington
<input type="checkbox"/> 04 Assumption	<input type="checkbox"/> 12 Cameron	<input type="checkbox"/> 20 Evangeline	<input type="checkbox"/> 28 Lafayette	<input type="checkbox"/> 36 Orleans	<input type="checkbox"/> 44 St Bernard	<input type="checkbox"/> 52 St. Tammany	<input type="checkbox"/> 60 Webster
<input type="checkbox"/> 05 Avoyles	<input type="checkbox"/> 13 Catahoula	<input type="checkbox"/> 21 Franklin	<input type="checkbox"/> 29 Lafourche	<input type="checkbox"/> 37 Ouachita	<input type="checkbox"/> 45 St Charles	<input type="checkbox"/> 53 Tangipahoa	<input type="checkbox"/> 61 WBR
<input type="checkbox"/> 06 Beauregard	<input type="checkbox"/> 14 Claiborne	<input type="checkbox"/> 22 Grant	<input type="checkbox"/> 30 LaSalle	<input type="checkbox"/> 38 Plaquemines	<input type="checkbox"/> 46 St Helena	<input type="checkbox"/> 54 Tensas	<input type="checkbox"/> 62 W Carroll
<input type="checkbox"/> 07 Bienville	<input type="checkbox"/> 15 Concordia	<input type="checkbox"/> 23 Iberia	<input type="checkbox"/> 31 Lincoln	<input type="checkbox"/> 39 Pte. Coupee	<input type="checkbox"/> 47 St James	<input type="checkbox"/> 55 Terrebonne	<input type="checkbox"/> 63 W. Feliciana
<input type="checkbox"/> 08 Bossier	<input type="checkbox"/> 16 DeSoto	<input type="checkbox"/> 24 Iberville	<input type="checkbox"/> 32 Livingston	<input type="checkbox"/> 40 Rapides	<input type="checkbox"/> 48 St John	<input type="checkbox"/> 56 Union	<input type="checkbox"/> 64 Winn

**Please check the type of employment you will accept:**

Permanent  Temporary

**Note: Temporary Appointments are no more than 36 months.**

**Are you claiming Veteran's Preference points on this application?**

YES (If "Yes" complete military service information on Page 3)  
 NO

**AUTHORITY TO RELEASE INFORMATION:** I consent to the release of information concerning my capacity and/or all aspects of prior job performance by employers, educational institutions, law enforcement agencies, and other individuals and agencies to duly accredited investigators, human resources staff, and other authorized employees of the state government for the purpose of determining my eligibility and suitability for employment.

I certify that all statements made on this application and any attached papers are true and complete to the best of my knowledge. I understand that information on this application may be subject to investigation and verification and that any misrepresentation or material omission may cause my application to be rejected, my name to be removed from the eligible register and/or subject me to dismissal from state service.

**I HAVE READ THE STATEMENTS ABOVE CAREFULLY BEFORE SIGNING THIS APPLICATION:**

**Signature of Applicant:** \_\_\_\_\_

**Social Security No.** \_\_\_\_\_

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

**(For Verification):** \_\_\_\_\_

# General Instructions

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- Be sure you include your Social Security Number and Zip Code.
- Answer all questions and provide complete information about prior employment and education.
- List ALL prior employment. Attach additional sheets if needed.
- Keep a copy of your completed application for your own records.
- Do NOT submit a resume instead of this application.
- If responding to a vacancy posted on the web, follow the instructions in the posting carefully.

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## If you are applying to take a Civil Service Test:

- Bring a completed application; picture I.D. and proof of Social Security number with you to one of our testing centers.
- Visit our website at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov) for test dates, times and locations.

Note: If you need special testing accommodations due to a disability, please contact the Civil Service Staffing Division at 225-342-8536 to make arrangements prior to testing.

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## If you wish to claim Veteran's Preference for wartime service or a campaign badge or medal:

- Attach a copy of your DD214 to your application.
- Complete Section on Active Military Service/Veteran's Preference.

Note: If you have already received veteran's preference points on Civil Service scores within the past year, you do not need to submit a DD214 with this application

See Veteran's Points Information on our website at [www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov) for a list of qualifying service periods and information about additional preference for disabled veterans or their families. Click on "Applying For Jobs", or "Testing Information."

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## Definitions of terms used on application form.

**Register:** A group of jobs, which have identical Minimum Qualifications and use the same selection procedure (test). To apply for one or more jobs on a register, simply write the register title on the application rather than each of the individual job titles. For example, Administrative Specialist 4 and Administrative Manager 1 are both on the PET General Admin register. To apply for both jobs write "PET Gen Admin" under "REGISTER, JOB TITLE (S) OR TEST SERIES APPLIED FOR".

**Series Number:** A four-digit number identifying a test of selection procedure. Registers with the same series number can be applied for on one application form. **Registers with different series numbers require separate application forms.**

**Regrade:** The process used to apply for additional job titles using an already established Civil Service test grade record without re-taking the test.

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## Please answer the following questions,

- Yes**  **No** Do you possess a valid driver's license?
- Yes**  **No** Do you possess a valid commercial driver's license?
- Yes**  **No** Are you currently holding or running for an elective public office?
- Yes**  **No** Have you ever been on probation or sentenced to jail/prison as a result of a felony conviction or guilty plea to a felony charge? If "Yes", give the law enforcement authority (city police, sheriff, FBI, etc.) the offense, date of offense, place and disposition of case.

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- Yes**  **No** Have you ever been fired from a job or resigned to avoid dismissal? If "YES" answer, please explain. A "YES" answer will not necessarily bar you from state employment.

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- If you are a male from the ages of 18 through 25, please answer the following question "YES" or "NO".
- Yes**  **No** Are you registered with the Selective Service System or exempted from such registration?
- Does not Apply** If you are not a male in this age group, check "does not apply".

NAME \_\_\_\_\_

**ACTIVE MILITARY SERVICE/ VETERAN'S PREFERENCE**

If you are a first time applicant, or if you are claiming Veteran's Preference for the first time, required PROOF MUST BE ATTACHED to this application to have preference points added to your score.

List the dates (month and year) and branch for all ACTIVE DUTY military service. Was this service performed on an active, full-time basis with full pay and allowances? (Check YES or NO for each period of service.)

FROM	TO	BRANCH OF SERVICE	YES	NO
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>

List all GRADES held and dates of each grade. Begin with highest grade. IMPORTANT: Use E-, or O-, or WO-grade.

FROM	TO	GRADE HELD	FROM	TO	GRADE HELD

**TRAINING AND EDUCATION**

YES Date received \_\_\_\_\_

Have you received a high school diploma or equivalency certificate?  NO Highest grade and date completed \_\_\_\_\_

A. LIST BUSINESS, VOCATIONAL OR TECHNICAL COLLEGES OR SCHOOLS ATTENDED	NAME/LOCATION OF SCHOOL	Dates Attended (Month & Year)		Did You Graduate?		TITLE OF PROGRAM	SEM HRS	CLOCK HOURS PER WEEK
		FROM	TO	YES	NO			
				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>			

List any accounting Practice sets completed \_\_\_\_\_

B. LIST COLLEGES OR UNIVERSITIES ATTENDED (Include graduate or professional school)	NAME OF COLLEGE OR UNIVERSITY/ CITY AND STATE	Dates Attended (Month & Year)		Total Credit Hours Earned		Type of Degree Earned (BA,MA, etc)	Major Field of Study	Date Degree Received (Month & Year)
		FROM	TO	Sem	OR Qtr			

C. MAJOR SUBJECTS	CHIEF UNDERGRADUATE SUBJECTS (Show Major on Line 1.)	Total Credit Hours Earned		CHIEF GRADUATE SUBJECTS (Show Major on Line 1.)	Total Credit Hours Earned	
		Semester	OR Quarter		Semester	OR Quarter

LICENSES AND CERTIFICATION					TYPING SPEED
List any job-related licenses or certificates that you have (CPA, Registered Nurse, P.E., etc.)					WPM
1	TYPE OF PROFESSIONAL LICENSE OR CERTIFICATE (Specify Which One)	DATE ORIGINALLY LICENSED/OR CERTIFIED	EXPIRATION DATE	NAME AND ADDRESS OF LICENSING OR CERTIFYING AGENCY	
2					







# State of Louisiana

## Pre-employment Application Standard Form 10(SF-10)

[www.civilservice.louisiana.gov](http://www.civilservice.louisiana.gov)

### APPLICANT EEO DATA FORM

#### Voluntary Applicant Information

The STATE OF LOUISIANA requests the data below so we may comply with federal Equal Employment Opportunity Law requirements. The information is strictly **VOLUNTARY** and in no way influences employment prospects.

#### Ethnic Origin:

- Hispanic or Latino       Non-Hispanic or Non-Latino

#### Race: (Please check all that apply)

- White       Asian  
 American Indian / Alaskan Native       Black or African American  
 Native Hawaiian or Other Pacific Islander       Other: \_\_\_\_\_

#### Gender:

- Male       Female

#### Date of Birth:

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How did you find out about this job?

- Civil Service Website       Paper Announcement at Agency       Newspaper Ad  
 Flier       Career Fair       Word of Mouth       Other: \_\_\_\_\_