



# **Application for Employment**

## **Jefferson Parish Forensic Center**

2018 8th Street

Harvey, LA 70058

(504) 365-9100 • (504) 365-1750 Fax

Gerry Cvitanovich, M.D.  
Coroner



## Jefferson Parish Forensic Center

2018 8th Street  
Harvey, LA 70058  
(504) 365-9100 • (504) 365-1750 Fax

Gerry Cvitanovich, M.D.  
Coroner

### Application for Employment

The Jefferson Parish Forensic Center requires that you complete this form completely and accurately. Among other things, this form is used to fulfill our obligations to the citizens of Jefferson Parish by selecting only those individuals who meet the legal qualifications for the job that they are applying for.

Deliberate misstatements or omissions will disqualify the application. Remember, it is your responsibility to ensure the accuracy of the application. Applications not containing complete addresses including zip codes will be considered incomplete and therefore will not be processed.

Upon completion of the application, you must make a copy of the following documents:

- 1) Birth certificate
- 2) Naturalization Certificate for naturalized citizens
- 3) High School Diploma or G.E.D. and high school transcripts
- 4) College Diploma and transcripts plus any educational certificates
- 5) Form DD214 for each period of military service and discharge certificate
- 6) Valid Louisiana driver's license or identification card with proper address
- 7) Social Security Card

If there is not enough room on the application for you to provide a complete answer to any of the questions, use an additional piece of paper to do so.

Gerry Cvitanovich, M.D.  
Coroner



# Jefferson Parish Forensic Center

2018 8th Street  
 Harvey, LA 70058  
 (504) 365-9100 • (504) 365-1750 Fax

Gerry Cvitanovich  
 Coroner

*Use back page if more room is needed.*

## APPLICATION FOR EMPLOYMENT

P E R S O N A L	Last Name	First	Middle	Date
	Street Address			Home Telephone ( )
	City, State, Zip			Business or Cell Telephone ( )
	Have you ever applied for employment with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," Month and Year _____ Location _____			Social Security #
	Position Desired			
	Have you ever been convicted of a crime in the past ten years, excluding misdemeanors and summary offenses, which have not been annulled, expunged or sealed by a court? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," describe in full.			Have you ever been bonded? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," with what employers?
	Other special training or skills (languages, machine operation, etc.)			

	School	Name and location of School	Course of Study	No. of Years Completed	Did you Graduate?	Degree or Diploma
E D U C A T I O N	Graduate					
	College					
	Business/Trade/Technical					
	High School					
	Elementary					



# Jefferson Parish Forensic Center

Use back page if more room is needed.

## EMPLOYMENT

Please give accurate, complete full time and part time employment records. Start with your present or most recent employer.

1	Company Name	Telephone ( )
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

2	Company Name	Telephone ( )
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

3	Company Name	Telephone ( )
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

4	Company Name	Telephone ( )
	Address	Employed - (State month and year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job Title and Describe Your Work _____	Reason for Leaving

### DO NOT CONTACT

We may contact the employers listed above unless you indicate those you do not want us to contact

Employer Number(s) \_\_\_\_\_ Reason \_\_\_\_\_



# Jefferson Parish Forensic Center

Use back page if more room is needed.

<b>MILITARY</b>	Did you serve in the U.S. Armed Forces? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "Yes," what branch?

Describe any training received relevant to the position for which you are applying:

---



---



---

## CHARACTER REFERENCES

Please list three people who will provide a character reference for you (no relatives or employers)

Name	Address	City, State Zip Code	Telephone

## ADDITIONAL INFORMATION

Membership in professional & civic organizations, special accomplishments, awards, etc. (Exclude those which may disclose your race, color, religion, age or national origin.)

---



---



---



---



---



# Jefferson Parish Forensic Center

## APPLICANT'S SIGNATURE

*Please read and understand this statement before signing your application:*

The information I have provided in this Application for Employment is true, correct and complete. False, incomplete or misrepresented information of any kind will be sufficient cause for my application to be rejected, or, if discovered after I am employed, cause for immediate termination of my employment.

I authorize the employer to contact and obtain information about me from previous employers, educational institutions and "references" I provided, and with any other party necessary to verify the accuracy of information I disclosed in this application, a related employment resumé or a personal interview. To assist in the processing of my Application, I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons, corporations or organizations who provide information for this purpose.

This application will expire in 30 days. After that date, unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement, If I accept an offer of employment I understand the employer may terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such an officer.

I understand and accept all terms and conditions in the above statement

Date \_\_\_\_\_ Signature \_\_\_\_\_



# Jefferson Parish Forensic Center

## FOR EMPLOYER'S USE ONLY

R E F E R E N C E  C H E C K	Employer	Person Contacted	Results
	1		
	2		
	3		
	4		

T E S T  R E S U L T S	Tests Administered	Analysis & Comments

I N T E R V I E W  R E S U L T S	interviewer Name & Comments







# Jefferson Parish Forensic Center

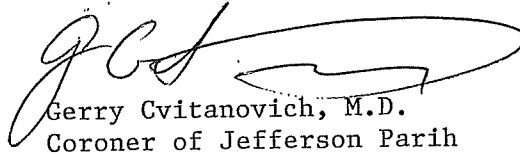
2018 8th Street  
Harvey, LA 70058  
(504) 365-9100 • (504) 365-1750 Fax

Gerry Cvitanovich  
Coroner

Dear Sir:

\_\_\_\_\_ has applied for employment with Jefferson Parish Forensic Center as \_\_\_\_\_ and stated that he (she) was employed by you in the capacity of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_. Your response to the questions below, which may be returned in the enclosed envelope, will be greatly appreciated.

Sincerely,

  
Gerry Cvitanovich, M.D.  
Coroner of Jefferson Parish

- 
- 1.) Are the dates of employment substantially correct? \_\_\_\_\_  
If not, please give correct date. \_\_\_\_\_
  - 2.) What type of work did applicant perform? \_\_\_\_\_
  - 3.) Why did applicant leave your service? \_\_\_\_\_
  - 4.) Would you employ applicant in a suitable vacancy? \_\_\_\_\_
  - 5.) Please comment briefly on applicant's work habits, attendance and ability: \_\_\_\_\_

---

---

---

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

### To be Completed by Applicant

I hereby authorize all my previous employers to furnish the Jefferson Parish Personnel Department information concerning my employment history. I hereby release the aforesaid employer from any responsibility for damage on account of furnishing such information.

Social Security Number: \_\_\_\_\_ Signed: \_\_\_\_\_