



CALCASIEU PARISH SHERIFF'S OFFICE
HUMAN RESOURCES DEPARTMENT
1011 LAKESHORE DRIVE, SUITE 317
LAKE CHARLES, LOUISIANA 70601
(337) 494-4519
Fax (337) 436-4870

Please provide the items below when returning this application. Items 1 - 4 are mandatory and should be copies not originals.

1. COPY OF BIRTH CERTIFICATE
2. COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENCY CERTIFICATE
ISSUE BY THE STATE DEPARTMENT OF EDUCATION
3. COPY OF YOUR SOCIAL SECURITY CARD
4. COPY OF YOUR DRIVER'S LICENSE WITH PHOTO
5. COPY OF TRANSCRIPT OF COLLEGE CREDITS OR DIPLOMA
6. COPY OF MILITARY DISCHARGE PAPERS (DD214)
7. COPY OF CERTIFICATES FROM ANY ADDITIONAL SCHOOLS

This application can be completed online. Once you have completed the form online please print the application and review it for accuracy. If the form is correct, return the printed version to the Calcasieu Parish Sheriff's Office Human Resources Department with the required attachments.



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To: Entry Level Applicants
Fr: Caitlin Morris, Dir. Human Resources
Re: CPSO Selection Process

The selection process outlined below should help you understand what is involved in the selection of new employees for the Calcasieu Parish Sheriff's Office.

- Completed applications with required attachments must be submitted to Human Resources in person or by fax at (337) 436-4870.
- A thorough background check of every applicant is completed once processing has begun.
- As job openings become available, applicants with the best credentials, work experiences, and backgrounds may be selected for testing. Testing includes measurement of pre-employment skills, reading and math skills, physical fitness levels and an interview.
- After the testing an applicant may be recommended for a polygraph.
- Those not recommended to proceed in the selection process will be notified by formal letter.
- After applicants have been interviewed, tested, polygraphed, and recommended to proceed in the selection process, those applicants for enforcement, corrections, and communications positions will undergo psychological testing before being offered employment.
- Those offered employment will be scheduled for medical exams and drug tests at the Sheriff's Office expense.
- If the medical exams and drug tests are satisfactory, the applicants complete processing and become probationary employees.
- All applications are considered active for one calendar year and may be updated by the applicant as desired.
- Applicants may reapply after one year, or may apply for additional positions during the active period of the application.
- Applicants who proceed through the entire selection process must be prepared to allow a minimum of six weeks for completion of the entire process.

CALCASIEU PARISH SHERIFF'S OFFICE
HUMAN RESOURCES DEPARTMENT

Position applying for: _____ Full Time _____ Part Time _____

Name: _____
 Last Name (Maiden) First Name Middle Name

Present Address: _____
 Street City State Zip Code

Cell Phone # _____ Home Phone # _____ Social Security # _____

Additional Telephone Number where you may be reached: (_____) _____

Drivers License # _____ State _____ Type _____ Expiration Date _____

High School Graduate Yes _____ No _____ GED Yes _____ No _____

Post Secondary Education _____

Special skills and abilities: _____

1. Employment history: List all jobs held in the past ten (10) years, regardless of length of time employed. Start with your present employer. Attach additional sheet if necessary.

FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			
FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			
FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			
FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			

2. Explain in your own handwriting why you want to be employed by the Calcasieu Parish Sheriff's Office.

3. List all relatives employed by the Calcasieu Parish Sheriff's Office

FULL NAME	RELATIONSHIP	DEPARTMENT

4. Character references: List three (3) persons (not employers or relatives) who know you well enough to give current or former information about you.

NAME	OCCUPATION	ADDRESS/ STREET, CITY, STATE	HOME PHONE	BUSINESS PHONE

5. Are you trained on office machines, computers, or software? If yes, please explain below.

6. Have you ever applied for a position with the Calcasieu Parish Sheriff's Office? Yes _____ No _____

If yes explain _____

7. Have you ever been terminated from any job or position? Yes _____ No _____

If yes, which employer: _____

8. Have you ever received a traffic citation or been involved in a traffic accident?

List City - State - Agency

Yes _____ No _____ If yes, explain _____

Yes _____ No _____ If yes, explain _____

Yes _____ No _____ If yes, explain _____

9. Have you ever been convicted of a felony? Yes _____ No _____

If yes, please explain: _____

10. List all convictions below:

DATE	CHARGE(S):	DETAINING OR ARRESTING DEPARTMENT	PENALTY

11. Have you ever been convicted of the crime of domestic violence? Yes _____ No _____

If yes, explain: _____

12. Do you hold any personal or religious beliefs that would prevent you from taking a human life if it became necessary in the line of duty?

Yes _____ No _____

13. Have you ever served in any branch of the United States Armed Forces or other military organization?

Present draft classification: _____

YES	NO	ORGANIZATION	ENLISTMENT DATE	DISCHARGE DATE	TYPE	RANK

14. Certain deputies may be required to attend the Regional Law Enforcement Academy. This training is extensive, intense, and requires total commitment by the trainee. Will you obey all rules, regulations of the Academy?

Yes _____ No _____

15. Are you legally eligible for employment in the United States?

Yes _____ No _____

16. On the date that you are offered employment and accept, you must reside in the parish of Calcasieu. You must continue to reside within the parish of Calcasieu throughout your employment with this agency.

_____ **Initial**

17. I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason and the Sheriff's Office retains the same rights.

_____ **Initial**

18. If your position requires you to attend the Regional Law Enforcement Training Academy, you must pass the Entry Level Policy for Physical training for the Physical Fitness Testing based on Louisiana P.O.S.T. council.

_____ **Initial**

19. I declare that the information provided by me in this application is true, correct, and complete to the best of my knowledge. I understand that if employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment.

_____ **Initial**

20. I _____ do hereby grant my permission to all present and former employers, health service providers, references, and law enforcement agencies to release to the Calcasieu Parish Sheriff's Office and its officers all verbal and written information in their possession that pertains to me.

21. I _____ do hereby certify that a photocopy of this document shall serve as an original for the purpose of releasing information to the Calcasieu Parish Sheriff's Office and its administrative officers.

22. I _____, do hereby understand that this document is an application only and that the completion hereof does not imply or state a condition of future employment.

23. TO BE COMPLETED BY APPLICANT:

The Civil Rights Act of 1963, the Civil Rights Act of 1967, and The Americans with Disabilities Act of 1990 prohibit discrimination in employment based on: Race, Color, Religion, Sex, National Origin, Age, and Disabilities.

I, _____, have applied for employment with the Calcasieu Parish Sheriff's Office. I understand that completion of the application process requires that a personal background check be made by the Calcasieu Parish Sheriff's Office. I hereby authorize the Calcasieu Parish Sheriff's Office or its designated agents to investigate my previous record and character to collect any and all information, whether it is of record or not, that may concern my eligibility for employment.

This authorization includes, but is not limited to, criminal history, bank, credit, school, selective service, physical, hospital, health, insurance, or employment records, and releases any person, organization or corporation from any charges or claims for furnishing said information. A copy of this authorization shall be considered as effective and valid as the original. It is my desire for this authorization to be ongoing. It is my intent that the Calcasieu Parish Sheriff's Office be allowed to run periodic checks, at their discretion, during the course of this application and if hired, the life of my employment.

My signature below also indicates that I have received a copy of the summary of the selection process and that it is my responsibility to read and direct relevant questions to Human Resources.

Signature

Date

Note: This application will be retained for one (1) year.

CALCASIEU PARISH SHERIFF'S OFFICE

PROFESSIONAL APPEARANCE STANDARDS ACKNOWLEDGEMENT

1. As a condition of my employment with the Calcasieu Parish Sheriff's Office, I am required by policy to maintain a professional appearance when on duty. CPSO policy and procedures sets forth guidance for all employees relative to the wearing of tattoos, jewelry, body art, piercings, brands, personal hygiene, and body markings.
2. Anyone hired prior to November 1, 2013 shall be required to cover tattoos by means determined by the sheriff's office and according to General Orders and the cost of covering shall be paid by the member. All employees regardless of hire dates must comply with the terms of General Order P2-19 post effective policy date.
3. Applicants not in full compliance with the Professional Appearance Standards regarding tattoos, body art, piercings, brands, jewelry, body markings, and personal hygiene will not be considered for employment.
4. New tattoos that will be visible on any exposed body part are prohibited.
5. Tattoos visible on the head, arms, neck or hands are prohibited.
6. Sleeve tattoos. A sleeve tattoo is a very large tattoo or a collection of smaller tattoos that covers or almost covers a person's entire arm or leg.
7. Tattoos depicting obscenity, gang-related/affiliation, sexually explicit, nudity, extremist, racist, or anti-American messages or other offensive images are prohibited.
8. Existing tattoos on the arms and legs of all applicants will be photographed by CPSO identification officers or applicants may provide photographs themselves to the Human Resources Department.
9. Body Piercings/body art as described in agency policy are prohibited.
10. The wearing of personal jewelry while on duty is restricted according to agency policy.
11. The wearing of unauthorized hair styles or colors, extremely long fingernails, and/or eye appearance altering contact lenses are prohibited.
12. A copy of CPSO policy on Professional Grooming and Appearance will be provided to me upon my request.

I have read, understand, and agree to comply fully with this policy.

Signature of Applicant

Date

CALCASIEU PARISH SHERIFF'S OFFICE
PRE-EMPLOYMENT FITNESS STANDARDS

Applicants who wish to be considered for full-time Corrections and Enforcement positions (non-support) must be able to successfully perform the fitness standards below.

- I. Push-ups—20 in 60 seconds
- II. Sit-ups—20 in 60 seconds
- III. Vertical jump—16 inches
- IV. 1 mile run—13 minutes or less

I have read and understand that I must meet these standards in order to be considered for full-time employment.

Signature of Applicant

Date