

**SHERIFF WILLIE GRAVES
LIVINGSTON PARISH SHERIFF'S OFFICE**

'SERVING WITH PRIDE'



Our Mission:

*To protect and serve the people of
Livingston Parish in a professional
and courteous manner with the
utmost integrity and honesty.*



Sheriff Willie Graves

LIVINGSTON PARISH SHERIFF'S OFFICE

20180 Iowa Street

P. O. Box 850

Livingston, LA 70754-0850

(225) 686-2241 or (800) 443-7681

Thank you for your interest in joining the Livingston Parish Sheriff's Office. To begin the process of prospective employment, it is first necessary for you to complete an Application For Employment (AFE). First, it is requested that you type or print the contents of the AFE. Furthermore, you need to take your time in completing the AFE and make sure that all words are spelled correctly. It is imperative that you complete every aspect of the application in order for it to be accepted and considered. You must include all addresses and phone numbers for references and present and past employers. This is necessary in order to do a complete and thorough background check. If you do not have a high school diploma or GED, your AFE cannot be accepted. You do not have to be a resident of Livingston Parish to submit an application, but you must be a resident of Livingston Parish to be hired.

It is further necessary for you to fill in every blank of the AFE where applicable including, but not limited to, any prior arrest, citations, or civil actions. Finally, it is necessary that you sign the application before submitting it for consideration.

Once an application has been accepted it will be filed with other applications based on the position applying for. When a position comes available, all applications submitted for that position are considered. The final decision will be based on the qualifications of the applicant and the suitability of that applicant to the position to be filled. There is no set schedule for hiring at the Livingston Parish Sheriff's Office; therefore, it is impossible to predict when a position will come open or what that position will be. The fact that you have not been hired or have not been contacted regarding your application should not be considered a rejection. All applications are kept on file for one year. Although you may inquire as to the status of your application or the availability of positions, it is not necessary. If and when you are considered for employment you will be notified.

Again, thank you for your interest in becoming a Deputy Sheriff for the Livingston Parish Sheriff's Office.

Sheriff Willie Graves

CHARACTER REFERENCES

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

NAME	1.	2.	3.
ADDRESS City State Zip Code			
HOME PHONE			
BUSINESS PHONE			
OCCUPATION			

EDUCATION

List your education including high school or equivalent (GED), colleges, business and technical school.

SCHOOL NAME	ADDRESS	GRADUATE		
		Yes	No	GED
1.				
2.				
3.				
4.				
5.				

Have you ever applied for a position with the Livingston Parish Sheriff's Office? If yes, please explain below.	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

Have you ever applied for a position with another law enforcement or other government agency? If yes, please explain below.	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

NAME OF DEPARTMENT OR AGENCY	DATE APPLIED	ACCEPTED		If no, give reason for rejection.
		Yes	No	

EMPLOYMENT HISTORY

List all positions held during the past ten years, regardless of length of time employed, beginning with your present place of employment and going back. On a separate sheet of paper, you must explain any period of unemployment including dates. INCLUDE CITY, STATE, AND ZIP CODE ON ADDRESSES.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

2.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

3.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

4.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

5.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

EMPLOYMENT HISTORY CONTINUED

List all positions held during the past ten years, regardless of length of time employed, beginning with your present place of employment and going back. On a separate sheet of paper, you must explain any period of unemployment including dates. INCLUDE CITY, STATE, AND ZIP CODE ON ADDRESSES.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

7.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

8.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

9.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

10.

From	To	Name of Employer	Telephone Number
Salary		Address of Employer	
Job Title		Name of Supervisor	Description of Duties
Reason for Leaving			

Do you or your spouse have any immediate civil or criminal action pending against you?				YES	NO
Have you ever received a traffic citation or been involved in a traffic accident? If yes, please explain below.				YES	NO
Have you ever been arrested or convicted of a felony? If yes, please explain below.				YES	NO
List all misdemeanor arrest(s) and/or conviction(s) below.					
DATE	CHARGE	DETAINING OR ARRESTING AGENCY		PENALTY	
Have you or your spouse ever been a party to a small claims or other court action?				YES	NO
If employed by the Sheriff's Department, do you anticipate any income other than your deputy sheriff pay?				YES	NO
When the answer to any of the above questions is yes, please explain below.					
Have you ever served in the Army, Navy, Marine Corps, Air Force, R.O.T.C. or other military or semi-military organization? If yes, please explain below.				YES	NO
Organization	Enlistment Date	Discharge Date	Type	Rank	
Present Draft Classification					
This job requires shift work, punctuality and good attendance. Is there any reason why you could not fulfill this requirement?				YES	NO
We are looking for a permanent employee and will make an investment in training. Is there any reason why you would not expect to finish training and stay with the department?				YES	NO
Do you understand that the police academy training is a period of selection; that you must complete it successfully; that you may be discharged from this school at any time; that you must submit yourself to strict military discipline; and that you may not have any other employment or attend any other school while a recruit in the police academy?				YES	NO

SPECIAL SKILLS AND ABILITIES

(Please include all office equipment - typewriters, adding machines, computers, etc.; skills, *i.e.* typing speed, etc.)

Please indicate your answer to the following questions by checking the appropriate box.

	YES	NO
1. Did you tell the complete truth on your application?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you ever been arrested?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been convicted of a felony?	<input type="checkbox"/>	<input type="checkbox"/>
4. Have you ever sold marijuana or other narcotics illegally?	<input type="checkbox"/>	<input type="checkbox"/>
5. Did you ever try/use any narcotics or dangerous drugs illegally?	<input type="checkbox"/>	<input type="checkbox"/>
6. Have you ever tried/used marijuana or other narcotics on the job?	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever tried/used marijuana?	<input type="checkbox"/>	<input type="checkbox"/>
8. Have you ever committed any undetected crimes?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you ever been fired or asked to resign from a job?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you ever stolen any merchandise from former employers?	<input type="checkbox"/>	<input type="checkbox"/>
11. Have you ever stolen any money from former employers?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you deliberately lied to any of these questions?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you stolen anything of great value?	<input type="checkbox"/>	<input type="checkbox"/>
14. Do you live in Livingston Parish?	<input type="checkbox"/>	<input type="checkbox"/>

I am aware that any misrepresentations or falsifications made in connection with my obtaining employment with the Livingston Parish Sheriff's Office will be grounds for rejection or dismissal. The facts set forth in my application for employment are true and correct. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and financial record through any investigative agencies or bureaus of your choice. In making this application for employment I also understand that an investigative report may be made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. I understand that if I am a successful candidate for employment, I will be required to take a physical and polygraph examination and appear in front of an oral interview board.

Witness (Company Interviewer):

Applicant's Signature

LIVINGSTON PARISH SHERIFF'S OFFICE
P. O. Box 850
Livingston, LA 70754

Phone: (225) 686-2241

APPLICANT'S NAME: _____
(Please Print)

APPLICANT INFORMATION RELEASE

I hereby authorize any person, past or present employer, educational institution, or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold the Livingston Parish Sheriff's Office, any present or former employers, educational institutions, and any other persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Date: _____ Signed: _____

Use the following checklist to aid in the final proof of the application. The final instructions list the location or mailing address in which to submit the completed application for employment.

CHECKLIST

	YES	NO
1. Have you filled in all applicable blanks?	<input type="checkbox"/>	<input type="checkbox"/>
2. Did you check for spelling errors?	<input type="checkbox"/>	<input type="checkbox"/>
3. Did you list correct names, addresses, and phone numbers for references, past and present employers?	<input type="checkbox"/>	<input type="checkbox"/>
4. Did you sign the application?	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to the above questions are "Yes," you have completed your Livingston Parish Sheriff's Office Application for Employment. Prior to submitting your application, you may attach a résumé or any certificates of achievement that you feel may assist us in your application review.

All applications must be turned in directly to the Office of Sheriff Willie Graves, located in the annex corridor of the Courthouse Building at 20180 Iowa Street, Livingston, LA, between the hours of 8:00 a.m. - 4:00 p.m., Monday - Friday, excluding holidays **OR** mailed to the following address:

Livingston Parish Sheriff's Office
ATTENTION: Sheriff Willie Graves
P. O. Box 850
Livingston, LA 70754-0850

I look forward to receiving your application, and again, thank you for your interest in becoming a Livingston Parish Deputy Sheriff.



Sheriff Willie Graves
Livingston Parish

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20180 Iowa Street

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Livingston, LA 70754-0850