



## MOREHOUSE PARISH SHERIFF'S DEPARTMENT

### To the applicant:

Please complete and return this application to the Administrative Aid located in the Morehouse Parish Sheriff's Office, 351 S. Franklin St., Bastrop, Louisiana 71220. If you have questions, please call 318-281-4141.

1. **Please fill out the application completely.** Be sure that all mailing addresses are correct and include the zip codes.
2. Applicants must provide a copy of their current driver's license.
3. Applicants **must** include in their application the following: copy of birth certificate; copy of high school diploma or GED certificate; and copy(s) of all college transcripts and degree(s) conferred upon applicant. **\*\**(There shall be a minimum fee of \$1.00 per copy for any copies this department make for you. Example: driver's license, birth certificate, diploma, GED certificate, etc)\*\****
4. Applicants having served in the military are to include a copy of their discharge papers (DD214) with the application.
5. If you do not have enough space for your answers to any question, please use an additional sheet of paper.
6. Please complete each blank. If it does not apply to you, place "DNA" in the space provided.
7. When you have completed your application, return it to the Administrative Aid and you will be given instructions for further processing.
8. Your application will be on file for 3 months. After **3 months** it will be destroyed. If you would like to keep it current, you may come by the Sheriff's office and ask to update your application.
9. Upon your being employed with the Morehouse Parish Sheriff's Office, you will be classified as part-time for the first three (3) months. During this time you will not be insured with our company nor will you be eligible for other benefits offered at this time.

Thank you for your cooperation and interest in the Morehouse Parish Sheriff's Office

A copy of the Morehouse Parish Sheriff's Office Equal Employment Opportunity Plan (EEOP) Short Form is available upon request.

**Applicant Agreement**  
**Release of Personal Information**

I, \_\_\_\_\_ the undersigned, agree and acknowledge that I am an applicant for employment with the Morehouse Parish Sheriff's Office.

I hereby authorize a review and full disclosure of all information and records concerning myself to the Morehouse Parish Sheriff's Office relative to educational background, employment and pre-employment records including background reports, efficiency ratings, financial information, criminal and traffic arrests or convictions, and any other factors that would be pertinent to my suitability for employment.

I understand that any information obtained by a personal history background investigation will be considered in determining my suitability for employment by the Morehouse Parish Sheriff's Office.

I hereby authorize any agency or individual questioned by the Morehouse Parish Sheriff's Office about my background to release any and all information deemed pertinent by the Morehouse Parish Sheriff's Office. I hereby release the Morehouse Parish Sheriff's Office and any other agency or persons from any liability in connection with furnishing such information.

I further understand, agree and acknowledge that all information obtained as a result of my application shall be confidential and in the event my application is rejected, the reason for said rejection may not be revealed.

_____ Witness	_____ Applicant's Signature	
_____ Witness Address	_____ Witness Phone	_____ Witness Social Security Number

**Application Agreement – Drug Testing**

I, \_\_\_\_\_ the undersigned, do hereby understand and acknowledge that it is a matter of policy of the Morehouse Parish Sheriff’s Office that applicants be tested for drug usage, alcohol abuse, and the complete physical fitness as a condition of employment.

I further understand that random drug testing for departmental employees may be conducted during employment if hired.

I have no objection to this policy and will voluntarily comply when requested to do so.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
DATE

## Application for Employment

The Morehouse Parish Sheriff's Office does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, medical condition, and handicap or on the basis of age. No question to this application is intended to secure information to be used for such discrimination. Applications shall remain on file for three (3) months from date of receipt.

Position Applying For - Select - \_\_\_\_\_

1. Name \_\_\_\_\_  
Last First Middle Nickname

a. Address \_\_\_\_\_  
Street City State Zip Code

b. \_\_\_\_\_  
Resident Phone Number Business Phone Number Cell Phone Number

c. Race\* - Select - Sex\* - Select - (Voluntary information for statistical purposes only)

d. Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ SSN \_\_\_\_\_

e. \_\_\_\_\_  
Driver's License: State Issued License Number Type Expiration

f. Are you a United States Citizen \_\_\_\_\_ Yes \_\_\_\_\_ No (If no, what type of visa do you hold?)

g. Distinguishing marks, physical defects, scars \_\_\_\_\_  
\_\_\_\_\_

h. Person to be notified in case of emergency:  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_

i. List all relatives employed by the Morehouse Parish Sheriff's Office:

Full Name	Relationship	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Spouse's Name \_\_\_\_\_  
Last First Middle/Maiden

a. Spouse's Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

b. Spouse's Place of Employment \_\_\_\_\_ Business Phone \_\_\_\_\_

3. Applicant's Children: Last names, addresses, and dates of birth.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (include city) \_\_\_\_\_

Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

Occupation \_\_\_\_\_ Business Phone \_\_\_\_\_

5. Employee History: List all the positions held regardless of length of time employed beginning with your present place of employment and going back. If additional space is needed, use separate sheet. Salary information is optional.

a. From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_

Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Salary \_\_\_\_\_

Description of Duties \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

b. From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Salary \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

c. From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Salary \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

d. From \_\_\_\_\_ to \_\_\_\_\_ Job Title \_\_\_\_\_  
Name of Employer \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Salary \_\_\_\_\_  
Description of Duties \_\_\_\_\_  
Name of Supervisor \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

6. Education: List your education including high school, college, business and technical schools.

School Name	From - To	Graduate: Yes / No
_____	_____	- Select -
_____	_____	- Select -
_____	_____	- Select -
_____	_____	- Select -

7a. Have you ever applied for a position with the Morehouse Parish Sheriff's Office?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain \_\_\_\_\_  
\_\_\_\_\_

b. Have you ever applied for a position with another law enforcement or government agency?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain

Name of Department/Agency	Date Applied	Accepted? If no, give reason for rejection
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8a. Have you ever illegally used drugs? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please explain.

b. Are you willing to undergo a pre-employment physical? \_\_\_\_\_ Yes \_\_\_\_\_ No

c. Name of Family Doctor \_\_\_\_\_

9a. Do you have any civil or criminal action pending against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Have you ever had any civil or criminal action filed against you? \_\_\_\_\_ Yes \_\_\_\_\_ No

c. Have you or your spouse ever been refused credit? \_\_\_\_\_ Yes \_\_\_\_\_ No

d. Have you or your spouse ever filed Bankruptcy? \_\_\_\_\_ Yes \_\_\_\_\_ No

e. Have you or your spouse ever been handled through Checks & Forgery Division? \_\_\_\_\_ Yes \_\_\_\_\_ No

f. Have you or your spouse ever had a garnishment against your wages? \_\_\_\_\_ Yes \_\_\_\_\_ No

10. Credit Reference: Please list three credit establishments below.

Credit Establishment	Address	Amount	Credit Rating
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11. Have you ever received a traffic violation or been involved in a traffic accident?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain below, including dates: \_\_\_\_\_



12a. List all misdemeanor and felony arrests below. NOTE: What you were convicted of and how long ago are important. Give all facts so that a decision can be made.

Date	Charge	Detaining/Arresting Agency	Penalty
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b. Have you ever been involved in a police investigation as a victim, suspect, or witness? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain \_\_\_\_\_

13a. If employed by the Morehouse Parish Sheriff's Office, do you anticipate any income other than your Sheriff's Office income? \_\_\_\_\_ Yes \_\_\_\_\_ No

b. Have you ever been refused an automobile or any other liability policy? \_\_\_\_\_ Yes \_\_\_\_\_ No If the answer to either of the above questions is yes, please explain.

14. Have you ever served in the U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, what branch? \_\_\_\_\_

Date of Duty: From \_\_\_\_\_ to \_\_\_\_\_ Rank at Separation \_\_\_\_\_

Briefly describe your duties: \_\_\_\_\_

15. Are you now a registered voter in Morehouse Parish? \_\_\_\_\_ Yes \_\_\_\_\_ No

Ward \_\_\_\_\_ Precinct \_\_\_\_\_ Voting Place \_\_\_\_\_

16. List your previous addresses below:

Applicant's Previous Address	From	To
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17. List your immediate family below:

Father	Address	Age
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Mother

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Brother / Sister

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Brother / Sister

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Brother / Sister

If additional space is needed, please use separate sheet.

18. Your job may require shift work, is there any reason why you could not fulfill this requirement?  Yes  No

19. We are looking for a permanent employee and will make an investment in training. Is there any reason why you would not expect to stay with the department?  
 Yes  No

20. Do you understand that in your first twelve (12) months of employment you are on probation which is a period of selection; that you must complete it successfully; that you may be discharged at any time; that you must submit yourself to office policy and strict discipline and that you may not have any other employment without approval by the Sheriff or his designee?  Yes  No

21. Why do you think you are qualified for employment by the Morehouse Parish Sheriff's Office?

Please include any other information you think would be helpful to us in considering you for employment, such additional work experience, special skills, articles/books published, activities, accomplishments, etc. If you are applying for a clerical position, please give your typing speed, computer skills, etc. (You may exclude all information indicative of age, sex, race, religion, color, national origin, or handicap.)

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**AGREEMENT**

**(Please read the following statement carefully)**

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge and agree that falsified information or significant omission may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

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Signature

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Date

***OFFICE USE ONLY! You may update your application every (3) three months. This will be noted below: ALL APPLICATIONS WILL BE DESTROYED IN 3 MONTHS IF NOT UPDATED...***

UPDATED	UPDATED	UPDATED	UPDATED