

EMPLOYMENT (JOB) APPLICATION

DOCUMENTS NEEDED

If applicable, forward copies of the documents listed below to the office of Civil Service, Thibodaux, LA, before the deadline date and time.

Note: If a position you are interested in applying for is open, an application, a job announcement and job description will be available on the City's website.

A deadline date and time to submit application is posted in the job announcement.

PLEASE SUBMIT YOUR OWN COPIES OR THERE WILL BE A COPY CHARGE OF \$.55 PER COPY! Only exact change will be accepted. We carry no cash in the office.

*** Submit a copy of your high school diploma, high school transcript or G. E. D., or college transcript if position calls for such.

*** If you live within the city limits of Thibodaux and you are a registered voter, submit a copy of your current voters' registration card for possible extra points. This is not mandatory.

If you would like to obtain this, contact the Voters Registration office located at 307 West Forth Street in Thibodaux, LA. Phone # to the office is 985 447 3256.

*** Men ages 18 – 26 must submit a copy of your card showing evidence you have register with the Selective Service System as a condition of employment.

Website is as follows: www.sss.gov – Click on the "Selective Service System Welcome" option; Click on "Check a Registration"; Complete blanks; hit "SUBMIT"; (Make a copy of the response with the number and submit this to the office of Civil Service until you receive your new card then submit copy of the card.)

FOR POLICE OFFICER APPLICANTS only – If you are P.O.S.T. certified, submit a copy of your [State of Louisiana P.O.S.T.](#) Certification. Must be at least 21 years of age to apply for Police Officer.

Should you have any questions, please call this office at 985 446 7233.

City of Thibodaux's website for information is: www.ci.thibodaux.la.us

If time allow, one may mail application and documents to: Office of Civil Service, 112 St Mary Street, Thibodaux, LA 70301.
Attn: J. Kelly Chighizola or Carlis D. Ragas.

If your use the mail and your application and documents do not reach the office of Civil Service by this deadline date and time, you application will not be considered.

Once application with required info and documents re received and checked, an applicant who is not present in the testing room at the posited time will not be allowed to take the test.

FAX #: 985 493 8762

Thanks!

J. Kelly Chighizola, Civil Service Director, Municipal Government Employees' Civil Service



EMPLOYMENT APPLICATION

(PLEASE PRINT)

PERSONAL

Incomplete information could disqualify you from further consideration.

Name:		Date:	
Area Code & Telephone #:		Email:	
Address:	City:	State:	Zip Code:

Are you legally eligible to be employed in the United States? YES NO

REFERRAL SOURCE

How did you hear about us? Walk-In Advertisement Referred by: _____

Have you ever worked for the City of Thibodaux? YES NO Job Title: _____

If yes, where? _____ When? (Give Dates) To: _____ From: _____

Do you have any relatives or friends who work for the City of Thibodaux? YES NO

If yes, who and where do they work? _____

EMPLOYMENT DESIRED

Position(s) Desired? _____

What are your Salary/Hourly Pay expectations for this position? _____

When would you be available to begin work? _____

Can you perform the essential functions of the position(s) for which you are applying? YES NO

If no, please explain. (If you have any questions as to what functions are applicable to the position(s) for which you are applying, please ask the interviewer before you answer this question) _____

What hours and days can you work? _____

Are there any specific times that you cannot work? _____

Do you have responsibilities other than work that will interfere with specific job requirements such as being on-call and shift work? _____

EDUCATION	Name & Location of School	Number of Years Attended	Diploma or Degree Received	Subject Studied/Major
High School				
College or University				
Vocational or Trade School				

VOLUNTEER WORK, TRAINING, LICENSES & CERTIFICATIONS

Have you ever done any volunteer work? YES NO If yes, describe: (Omit any volunteer work which reflects your race, color, religion, age, sex, sexual orientation, marital status or disabilities.)

If you served in the Military, what type of education, training or work experience relevant to the job did you receive? Not applicable. _____

Have you completed any special courses, seminars and/or training directly related to the position for which you are applying? YES NO If yes, please described. _____

List below all current Licenses or Certifications you obtained that are directly related to the position for you are applying. _____

PERSONAL REFERENCES

Give the names of three persons not related to you, whom you have known at least three (3) years.

Name	Telephone & Address	Occupation & Employer	Years Acquainted

EMPLOYMENT

Start with your most recent position and work backwards in time. Include periods of unemployment. Incomplete information could disqualify you from further consideration. If you need additional space, continue on a separate sheet of paper.

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

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Telephone & Address		Last Date Worked	
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Job Duties		Reason for Leaving	

Name of Employer		Date Employed	
Telephone & Address		Last Date Worked	
Supervisor's Name & Title		Job Title	
Job Duties		Reason for Leaving	

SKILLS

Do you have any special skills that would enhance your ability to perform the position applied for? If yes, explain: _____

Do you have any Computer Skills? If yes, describe: _____

Do you have experience operating equipment and machinery? If yes, state types of machines and equipment you have operated. _____

PLEASE READ CAREFULLY BEFORE SIGNING

The City of Thibodaux is an equal opportunity employer. The City of Thibodaux does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service. I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the City of Thibodaux to hire me. If I am hired, I understand that either the City of Thibodaux, or I, can terminate my employment at any time and for any reason, with or without cause so long as there is no violation of applicable federal and state law, the City of Thibodaux's home rule charter and the City of Thibodaux's Civil Service Rules and Regulations. I understand that no representative of the City of Thibodaux has the authority to make any assurance to the contrary. I attest with my signature below that I have given to the City of Thibodaux true and complete information on this application. No requested information has been concealed. I authorize the City of Thibodaux to contact the references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature: _____ **Date:** _____



DISCLOSURE FOR BACKGROUND CHECK

City of Thibodaux (the "City") will procure a consumer report and/or investigative consumer report on you in connection with your application for employment purposes (including employment, volunteer, or independent contractor assignments, as applicable) as defined under the Fair Credit Reporting Act. These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the City, throughout your employment or contract period.

TalentWise Solutions LLC ("TalentWise"), a consumer reporting agency, will obtain the report for the City. Further information regarding TalentWise, including its privacy policy, may be found online at www.TalentWise.com. TalentWise is located at 19800 North Creek Parkway, Suite 200, Bothell, WA 98011, and can be reached at (866) 338-6739.

For employees hired in the Police Department the City and/or its agents will obtain the report for the City. Further information regarding the City's Background Check Policy, may be found at the Human Resources Office which is located at 1233 Canal Blvd, Thibodaux, LA 70301, and can be reached at 985-448-5848.

The report may contain information bearing on your character, general reputation, personal characteristics, mode of living and/or credit standing. The information that may be included in your report include: *Experian credit reports (US Credit), social security number trace, criminal records checks, public court records checks, driving records checks, drug tests, educational records checks, verification of employment positions held, personal and professional references checks, and licensing and certification checks.* The City will only request credit reports insofar as they relate to the position for which you are applying. The information contained in the report will be obtained from private and/or public record sources, including sources identified by you in your job application or through interviews or correspondence with your past or present coworkers, neighbors, friends, associates, current or former employers, educational institutions or other acquaintances. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history.



A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.	a. Consumer Financial Protection Bureau 1700 G Street NW Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:	b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11

savings associations	Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, SE Washington, DC 20590
4. Creditors Subject to Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street S.W. Washington, DC 20423
5. Creditors Subject to Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F St NE Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357



AUTHORIZATION

I have carefully read and understand this disclosure and authorization form and I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" provided with this form. I have had the opportunity to review my rights. By my signature below, I consent to the preparation of background reports by TalentWise and the City of Thibodaux's Police Department, and to the release of such reports to the City and its designated representatives for the purpose of assisting the City in making a determination as to my eligibility for employment, promotion, retention, contract assignment or for other lawful purposes.

I understand that, to the extent allowed by law, information contained in my job application or otherwise disclosed to the City by me before or during my employment or contract assignment, if any, may be utilized for the purpose of obtaining such consumer reports and/or investigative consumer reports about me. I understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal/state/local), motor vehicle record agencies, my past or present employers, the military, and other individuals or sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature (including electronic) below, I certify the information provided on and in connection with this form is true, accurate, and complete. I agree that this form in original, faxed, photocopied or electronic form will be valid for any background reports that may be requested by or on behalf of the City.

This information is being collected to conduct the background screen on you. It will not be used for any other purpose.

First Name: _____

Full Middle Name: _____

Last Name: _____

Date of Birth: _____

SSN: _____

**Driver License #
& State Issued** _____

Address: _____

Street Address _____

City, State, Zip _____

Signature: _____ **Date:** _____

This information is being collected to conduct the background screen on you. It will not be used for any other purpose. The above information is required for identification purposes only and is in no manner used as qualifications for employment. City of Thibodaux is an Equal Opportunity Employer and does not discriminate on the basis of Sex, Race, Religion, Age (40 and over), Handicap or National Origin.