

\_\_\_\_\_  
Date/Time Received



**Notice: Resumes will not be accepted in lieu of this completed form.**

## CITY OF ABBEVILLE

Municipal Employees Civil Service  
101 North State Street  
Abbeville, Louisiana 70511-1170  
(337) 893-8550 <https://cityofabbeville.net>

### APPLICATION FOR EMPLOYMENT

It is the City of Abbeville's policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability and/or other protected classifications. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

**Position Applied for:** \_\_\_\_\_

Personal Information	
Name (First, MI, Last)	Social Security Number
Mailing Address	
City, State, and Zip Code	
Phone Number  Alternative Number	Date of Birth
Additional Information	
Do you have a valid driver's license? __ Yes __ No Issued in which state?	Driver's license number
Are you a registered voter of the City or Parish in which you reside? __ Yes __ No  You must present your voter's registration card prior to taking the exam.	Are you a citizen of the United States? __ Yes __ No  If not a citizen of the United States, are you a registered alien with government permission to work in this country? __ Yes __ No

**Additional Information**

<p>Have you in 'the past worked, full-time or part-time for</p> <ul style="list-style-type: none"> <li><input type="radio"/> City of Abbeville?</li> <li><input type="radio"/> Vermilion Parish Police Jury?</li> <li><input type="radio"/> Any City, Parish, or State Government?</li> </ul> <p>If yes, please check the appropriate agency and write the name of department below.</p>	<p>List any licenses, certifications and/or professional organization you are a member.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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<p>Do you currently work for a city municipality or parish?</p> <p align="center">__ Yes    __ No</p> <p>If yes, which position/department and location?</p> <p>_____</p> <p>_____</p>	<p><b>Clerical Positions</b> Are you trained or experienced in the following?</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Machines/Programs/Software/</th> <th style="width: 15%;">Yes</th> <th style="width: 15%;">No</th> </tr> </thead> <tbody> <tr> <td>Computers/Technology</td> <td></td> <td></td> </tr> <tr> <td>Calculator</td> <td></td> <td></td> </tr> <tr> <td>Accounting</td> <td></td> <td></td> </tr> <tr> <td>Microsoft Suite</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Other _____</td> </tr> </tbody> </table>	Machines/Programs/Software/	Yes	No	Computers/Technology			Calculator			Accounting			Microsoft Suite			Other _____		
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<p>Within the past 7 years have you been discharged from a position because your work or conduct was unsatisfactory?</p> <p align="center">__ Yes    __ No</p> <p>If yes, explain below.</p>	<p><b>Maintenance Positions</b> Are you trained or experienced in the following?</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 70%;">Machines/Vehicles/Repairs</th> <th style="width: 15%;">Yes</th> <th style="width: 15%;">No</th> </tr> </thead> <tbody> <tr> <td>Driving Trucks</td> <td></td> <td></td> </tr> <tr> <td>Driving Forklifts, Tractors, Dump Trucks</td> <td></td> <td></td> </tr> <tr> <td>Repairing Small Motors/Pumps</td> <td></td> <td></td> </tr> <tr> <td colspan="3">Other _____</td> </tr> </tbody> </table>	Machines/Vehicles/Repairs	Yes	No	Driving Trucks			Driving Forklifts, Tractors, Dump Trucks			Repairing Small Motors/Pumps			Other _____		
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<p>Have you ever been CONVICTED, PLACED ON PROBATION, OR ON A SUSPENDED SENTENCE, for an offense other than minor traffic violations? (Convictions are not necessarily a bar to employment).</p> <p align="center">__ Yes    __ No</p> <p>If yes, explain below.</p>	<p>If you have a disability and require some testing assistance, (ex. enlarged print, etc.) explain on a separate sheet of paper and advise the Civil Service Director before the test.</p>
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Discharged from a position and/or criminal record explanation

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Education			
High School	Location	Grade Level Completed	Degree or Diploma Year Completed
		Circle last grade completed. 9 10 11 12	
College or Business /Trade School	Location	Major	Degree or Diploma Year Completed

Military Experience		
<b>Are you claiming Veteran's Preference? _____</b> <b>If yes, then complete the information chart below.</b>		
Branch of Service (Navy, Army, etc.)	Rank at time of separation	Date Entered Active Duty
Separated From Active Duty  Retired    __ Yes    __ No	Military Occupation Specialty	Was service performed on active full-time basis with full time pay and allowance?  __ Yes    __ No
The chart must above must be completed and you must present your DD214 prior to testing to receive the additional points possible.		

**Work Experience for the Previous Years**

Company	Name of Last Supervisor	Hours/Week
Address	Start Date	Starting Salary
City, State, Zip Code	End Date	Final Salary
Phone Number	Your Last Job Title	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Reason for Leaving (Be Specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

**References**

**List three persons (do not list relatives or people who have worked for you) who have definite knowledge of your qualifications and fitness for the position for which you are applying.**

Name	Address	Business	Phone Number
1.			
2.			
3.			

I certify that all statements made in this application are true, complete and correct to the best of my knowledge. I realize that any misrepresentation herein may cause my application to be rejected, my name removed from the employment list, or I may be subject to dismissal from the employment of the City of Abbeville.

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

How did you hear about this position? Circle one: Friend, FACEBOOK, Newspaper, Website  
Other \_\_\_\_\_