



DATE: _____

**Pre-Employment Questionnaire
APPLICATION FOR EMPLOYMENT**

LCS Corrections Services, Inc. is an Equal Opportunity/Affirmative Action Employer. Applicants are considered for all positions without regard to race, color, religion, creed, gender, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

N A M E A N D A D D R E S S	<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>
	1. Social Security Number	2. Application Date
	<input type="text"/>	<input type="text"/>
	3. Last Name	First Name
		M.I.
	4. Address	
<input type="text"/>	<input type="text"/>	
City	State	
	<input type="text"/> - <input type="text"/>	
	Zip Code	
<input type="text"/> - <input type="text"/> - <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
5. Home Phone	6. Other Phone	

P O S I T I O N	7. Position Applied For: _____
	8. () Full Time () Part Time – If Part Time, Hours Available: _____
	Salary Expected: _____ Date Available: _____

P E R S O N A L I N F O R M A T I O N	9. Are you presently employed? _____ If yes, may we contact your present employer? _____
	10. Do you have transportation? _____ Do you hold a current _____ Operators _____ Chauffeur's _____ CDL License?
	11. Have you ever been employed by LCS? _____ If yes, where? _____
	12. Referral Source: () Newspaper Advertisement () Job Service () Walk-In () Employee Referral () Other _____
	13. Names and relationships of relatives or acquaintances employed by LCS: _____
	14. Have you ever been convicted of a crime? () Yes () No If convicted explain (Be specific) When? _____ Where? _____ Explain: _____
15. Family in Prison: () Yes () No Where? _____ Explain: _____	

THE FOLLOWING INFORMATION WILL BE USED TO THE EXTENT THAT IS RELEVANT TO THE QUALIFICATIONS AND POSITION FOR WHICH YOU APPLY.

16. Circle the highest grade completed:

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 _____

17. Do you have a high school diploma or GED? YES () NO ()

18. Did you graduate from College? YES () NO ()

If yes, Name of College? _____ Degree _____

19. List all employment, including military, for the past two (2) years beginning with your present job or last job held. If you need additional space, continue on a plain sheet of paper or attach it to the application.

From: _____
To: _____

Employer: _____
Supervisor: _____

Address _____ City: _____ ST: _____

Tel. (_____) _____ Salary _____ Per _____

Position / Job Duties: _____

Reason for Leaving: _____

From: _____
To: _____

Employer: _____
Supervisor: _____

Address _____ City: _____ ST: _____

Tel. (_____) _____ Salary _____ Per _____

Position / Job Duties: _____

Reason for Leaving: _____

20. Have you ever been dismissed, or asked to resign from employment? _____ Date: _____

Employer: _____ Reason: _____

21. Do you have any special job skills or qualifications? If so, describe: _____

22. Names of three (3) persons, who are not related to you, and who are not former employers:

	NAME AND OCCUPATION	ADDRESS, CITY, AND STATE	PHONE NUMBER
1.	_____	_____	() _____ - _____
2.	_____	_____	() _____ - _____
3.	_____	_____	() _____ - _____

23. In a BRIEF Statement, describe - Why you feel you are qualified for this position:

Multiple horizontal lines for writing a brief statement.

UNDERSTANDINGS AND AGREEMENTS

I understand that any misrepresentation, falsification or omission of this application shall be sufficient reason for refusal or dismissal of my employment.

I hereby authorize investigation of all matters contained in the application and agree that if the results of such investigation are not satisfactory, any offer of employment made by the LCS Corrections Services, Inc. may be terminated immediately. I agree to conform and adhere to the rules and regulations of LCS Corrections Services, Inc. Further, I understand and agree that this application and any other materials I may receive are not intended to be, nor shall be construed to be, a contract of employment, and that my employment and compensation may terminate, with or without cause, and with or without notice, at any time, at the option of either LCS Corrections Services, Inc. or myself.

In consideration of any offer of employment by LCS Corrections Services, Inc., I hereby acknowledge, understand and agree that the following will constitute terms and conditions of any such employment:

- (1) Any losses or expenses incurred by LCS Corrections Services, Inc., its clientele, or other third parties as a result of my unauthorized actions shall be immediately reimbursed to LCS Corrections Services, Inc. on terms that are satisfactory and acceptable to LCS Corrections Services, Inc. To the extent permitted by law, I agree and hereby authorized LCS Corrections Services, Inc. to reduce my wages for any sums owing by me hereunder; and
(2) In recognition of the fact that any work related injuries which might be sustained by me are covered by state Workers' Compensation statutes, and to avoid the circumvention of such states statutes which may result from suits against the customers or clients of LCS Corrections Services, Inc. based on the same injury or injuries, and the extent permitted by law, I HEREBY WAIVE AND FOREVER RELEASE ANY RIGHTS I MIGHT HAVE to make claims or bring suit against any client or customer of LCS Corrections Services, Inc. for damages based upon injuries which are covered under such Workers' Compensation statutes.

Signature of Applicant: _____ Date: _____

SOUTH LOUISIANA CORRECTIONAL CENTER
EMPLOYMENT REQUIREMENTS

The following is a list of basic requirements necessary for employment with the South Louisiana Correctional Center:

1. Shall be a United States Citizen or be eligible to work in the United States
2. Shall have a High School Diploma or valid Certification of Equivalency.
3. Shall have no felony convictions.
4. Shall possess a valid vehicle operator's license if seeking a driving position.
5. Shall successfully pass an oral interview.
6. Shall successfully pass a background investigation.
7. Shall successfully pass a medical health screen.
8. Shall successfully pass a drug screen/test.

NOTE: *Additional requirements may be required, depending on job position.*

I understand that I must meet the above requirements to be employed by LCS Corrections Services, Inc. I also understand that should it be found, after I have been hired, that I have not met the above requirements my employment shall be terminated.

APPLICANT SIGNATURE

DATE

(This is filled out along with the application and signed off by applicant)