



ACADIA PARISH SHERIFF'S OFFICE

K.P.GIBSON

Sheriff and Ex-Officio Tax Collector

Thank you for your interest in attaining employment with the Acadia Parish Sheriff's Office. Our department is proactive, professional, and dedicated to fulfilling the ever-growing needs of Acadia Parish.

While there are certain requirements to gain employment with the Acadia Parish Sheriff's Office, it should be understood that all applicants age 18 and over are considered for employment without regard to race, color, religion, sex, national origin, disability (except where physical or mental abilities are a bona fide occupational qualification), or any other legally protected status.

Attached hereto you will find our application for employment. A few tips for successfully completing the application are as follows:

1. In order for the application to be clear and legible, **this document should be typed or printed in black ink.**
2. Should there be any questions that are not applicable to you, please indicate this fact by entering "N/A" into the appropriate area.
3. If additional space is needed for any area of the application, or if you wish to provide us with any additional information, please attach pages hereto and indicate which question you are answering.
4. Please be sure to include maiden names, middle names, addresses, dates, etc. If you are unable to do so, please provide us with a sufficient explanation.

Please note that willfully withholding or falsifying information on this application will be grounds for rejection by the Acadia Parish Sheriff's Office. In addition to the application, you will need to furnish our office with **photocopies** of the following documents if applicable:

- High School Diploma or GED (**Must be issued or recognized by the LA Dept of Education**)
- Birth Certificate (State Issued)
- Military Discharge Papers—DD-214
- College Diploma or Transcript
- Driver's License
- Social Security Card
- Any other significant certifications (POST, Specialized training, etc...)

Please note that applications will be considered incomplete and will not be accepted without the above requested documents.

Once you have the application completed in full and have the necessary documentation ready for submission, please return your packet by mail to:

Acadia Parish Sheriff's Office
Human Resources- Kim DeVille
Post Office Box 268
Crowley, Louisiana 70527-0268

Or in person to:

Human Resources (337) 788-8793
Acadia Parish Sheriff's Office
1037 Capitol Avenue
Crowley, Louisiana

Once your information has been accepted and reviewed, the following qualifications/processes will have to be completed before our final consideration for employment:

1. A background and reference check will be conducted which could include, but will not be limited to;
 - Contacting present and previous employers
 - Contacting personal references
 - Conducting a school record check
 - Criminal history
2. If the results of our background investigation meet our expectations, you may be contacted to report to a specific facility for drug screening within a specified amount of time. Acadia Parish Sheriff's Office will handle the charges associated with this screening.
3. If the results of your drug screening are favorable, you may be contacted to report to the Human Resources Department for psychological testing.
4. Once the results of testing have been received, you may be contacted to report for your initial interview with HR and/or Department Head.
5. All of the information will be reviewed by the Sheriff or his designee either authorizing the continuation of the employment process or rejecting the application.
6. If you are applying for a full-time position and the Sheriff or his designee directs the continuation of the employment process, you may be contacted to report to a specific medical facility for a complete medical examination. Once the results of your examination have been received, all information will be given to the Head of the Department of which you are applying for employment and to the Sheriff for final consideration.
7. If you are applying for a part-time position, you are not required to undergo a medical exam. All of the information collected in the previous steps will be reviewed by the Head of the Department of which you are applying and the Sheriff for final consideration.
8. The Sheriff may:
 - Accept the report
 - Return the report for additional information
 - Personally interview the applicant or instruct the Department Head or HR to do so and present a final offer of employment

The final decision on who shall be offered employment will be that of the Sheriff. The Acadia Parish Sheriff's Office provides competitive pay as well as health insurance, dental insurance and life insurance along with other exciting benefits for all full-time employees.

Should you have any questions about our process, or if you need any assistance in completing the application, please feel free to contact Kim DeVille, Human Resources Director, at (337)788-8793.

Sincerely,

K.P. Gibson

K.P. Gibson
Sheriff, Acadia Parish