

# Instructions

## State of Louisiana

### Pre-employment Application Standard Form 10 (SF 10)

1. DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.
  2. TYPE OR PRINT CLEARLY.
  3. If you need more space for an answer, you may attach extra sheets. Use 8½" x 11" paper, and make sure your name and Social Security number are on each extra sheet.
  4. If you do not answer all questions completely, your application may be rejected or delayed several weeks, and you will miss job opportunities.
  5. YOUR SOCIAL SECURITY NUMBER AND ZIP CODE ARE ESSENTIAL PIECES OF INFORMATION. APPLICATIONS WITHOUT THIS INFORMATION CANNOT BE PROCESSED.
  6. If appointed, you shall be required to submit satisfactory proof of your identity and/or legal authorization to work in the United States. Failure to submit this proof could prohibit your hiring under Federal law.
  7. The Department of Civil Service accepts photocopies of applications. If you submit a copy, be sure that you have correctly filled in the register title(s) and signed and dated the copy with the current date. ONCE SUBMITTED, YOUR APPLICATION AND ALL ATTACHMENTS BECOME THE PERMANENT PROPERTY OF THE LOUISIANA DEPARTMENT OF CIVIL SERVICE. THE APPLICANT IS RESPONSIBLE FOR KEEPING A COPY PRIOR TO SUBMISSION TO THIS AGENCY. WE CANNOT MAKE COPIES OF APPLICATIONS.
  8. If you require special testing procedures or accommodations, you may attach a description of the type of accommodations needed to the front of your application.
  9. JOB LOCATION AVAILABILITY (Item 8) - To show your job location availability, place an "X" in the box to the left of the parish or parishes in which you would be willing to accept employment. YOU MAY MARK NO MORE THAN 20 PARISHES.  
  
Mark only the parish(es) where you are willing to work. If you fail to reply to an inquiry or decline an offer of employment in a parish you marked, you will be removed from the eligible list. Availability information on your most recent SF10 will be your availability for all jobs for which you have applied.
  10. VETERAN'S PREFERENCE IN HIRING (Item 20) - To claim veteran's preference on this application, please check "Yes" on Item 15, page 1. Five-point veteran's preference is granted to veterans who receive passing scores and were discharged honorably or under honorable conditions from the U.S. Armed Forces after serving during the following wartime periods.
    - September 16, 1940 through July 25, 1947;
    - June 27, 1950 through January 31, 1955;
    - July 1, 1958 through May 7, 1975.
- served in a peace-time campaign or expedition for which campaign badges or deals were awarded.
- To claim 5-point preference attach a copy of the DD-214 or other official records to your application. If you do not attach the required proof of service, points will not be added to your score. Exception: If you have received veteran's preference points on Civil Service scores within the past year, you need not submit proof with this application.
- Disabled veterans, spouses of disabled veterans, unremarried widows of deceased veterans, unremarried widow parents or divorced or separated parents of deceased or totally and permanently disabled veterans should complete and attach form SF-112 and supporting documentation for possible 10-point preference.
11. INSTRUCTIONS FOR WORK EXPERIENCE (Item 25) - This section is used to determine whether you qualify for the job(s) for which you have applied. Your education and experience must clearly show that you meet the minimum qualifications established for the job(s). Call the Department of Civil Service if you need information on minimum qualifications.  
  
For some jobs, this section is rated to determine part or all of your grade. Incomplete descriptions or missing information may result in lower ratings. DO NOT LEAVE OUT ANY WORK EXPERIENCE. It is especially important that you fill out the beginning and ending dates and the average number of hours per week worked for each job listed.
    - Start with your FIRST job in Block 25A and work forward, ending with your MOST RECENT or PRESENT position.
    - Give brief but complete descriptions of your MAJOR work duties for each job listed. Estimate the percentage of time spent performing each duty, not to exceed a total of 100%.
    - Attach SF10A Supplemental Sheet or a sheet of 8½" x 11" paper to add additional jobs or information. Use the same format as the work experience blocks on the application. Additional work experience blocks are also found on the back of this page.
    - If volunteer work is listed, fill out all blanks except "Salary".
    - Do not attach resumes, performance appraisals, or service ratings to your application. Present these only if requested.
    - State employees: Give dates and official classified title (not working title) for each job you have held, especially for progressive levels in the same series. We cannot accept preprinted job specifications in place of a description of your job duties.

OR