

CITY OF NEW IBERIA  
STATE OF LOUISIANA  
MUNICIPAL CIVIL SERVICE  
EMPLOYMENT APPLICATION

**INSTRUCTIONS:**

---

1. DO NOT SUBMIT A RESUME INSTEAD OF THIS APPLICATION.  
Do not attach resumes, performance appraisals, or service ratings to your application. Present these only if requested.
2. TYPE OR PRINT CLEARLY.
3. If you need more space for an answer, you may attach extra sheets. Use 8 1/2 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 or fail to submit supplemental documents, your application may be rejected or delayed several weeks, and you will miss job opportunities.

A COPY OF YOUR VOTER REGISTRATION CARD SUBMITTED WITH YOUR APPLICATION IS AN ESSENTIAL PIECE OF INFORMATION. APPLICATIONS WITHOUT THIS INFORMATION CANNOT BE PROCESSED.

If the position in which you are applying for requires high school diploma or equivalent, or any certifications; then verification is required to be submitted with your application.

5. To claim military preference, attach a copy of the DD-214 showing that you were honorably discharged from the military. Claiming military preference enables you to get five points added to your Civil Service test score provided that a passing score is attained. If you do not attach the required proof of service, points will not be added to your score.
6. The application 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 Personnel Department if you need information on minimum qualifications. Attach extra sheets if needed. DO NOT LEAVE OUT ANY WORK EXPERIENCE.
7. 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.
8. Your application will be valid on file for up to one year or until the next testing for the position in which you applied takes place, whichever comes sooner.

**DETACH THIS PAGE.**

