

General Application Information and Requirements

CITY OF OPELOUSAS, LOUISIANA MUNICIPAL CIVIL SERVICE COMMISSION

GENERAL APPLICATION INFORMATION AND REQUIREMENTS

An Equal Opportunity Employer

APPLICATIONS RECEIVED AFTER THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT WILL NOT BE ACCEPTED; SO, FILE YOUR APPLICATION EARLY. APPLICATIONS MUST BE SUBMITTED ON OFFICIAL APPLICATION FORMS AND THEY MUST BE DELIVERED TO THE OFFICE OF THE CIVIL SERVICE DIRECTOR BEFORE NOON ON THE FINAL FILING DATE.

ALL QUALIFICATION REQUIREMENTS FOR EXAMINATIONS MUST BE MET BY THE FINAL FILING DATE, except that the Civil Service Department may admit applicants to examinations conditionally in certain instances, with the provisions that such qualification shall be established prior to certification for employment.

DELAY IN THE MAIL: The Civil Service Department cannot accept responsibility for failure of the applicant to receive an admission slip to an examination, or for failure of the Department to receive material mailed by the applicant.

Applications for examinations shall be open to all persons irrespective of race, color, national origin, sex, religion, age, or disability, however, permanent City of Opelousas residents will receive preference on certifications for employment over non-residents.

The Civil Service Department does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. When notified in advance of special needed accommodation, the office will obtain the auxiliary aids needed for anyone requesting such accommodation.

Unless otherwise stated, there shall be no maximum age limit for admissions to examinations. The minimum age limit shall be eighteen (18) years of age for any class of work in the city service requiring hard physical labor, operation of or proximity to hazardous machinery, exposure to hazardous chemicals or participation in any other processes or procedures which are prohibited by the Louisiana State Child Law.

The working test period for all positions shall be six months, unless otherwise stated on the announcement.

Any applicant may be disqualified if his past employment record is unsatisfactory as determined by the Civil Service Director.

VETERAN PREFERENCE in examination will be granted only to those persons who provide proof of military service during covered periods, and who are found to be eligible.

If selected, as a condition of employment, applicants shall be required to satisfactorily participate in a post-offer medical examination which shall include drug testing.

As a condition of your employment with the City of Opelousas, you may be designed as an essential duty status employee. This means that you may be required to be available for duty assignment during emergency events and may also be required to work prior to, during and after hurricanes, floods, disasters and other crisis/emergency events.

**Printable Application Forms
Municipal Civil Service Department**

This page contains links to official Municipal Civil Service application forms. These forms must be used when applying for classified civil service positions which are open to applicants as published on the Official Examination Announcements.

These forms are in the .PDF file format and can be viewed and printed with most web browsers provided that you have the adobe reader installed on your computer. You can follow the following link to download the Adobe Reader.

Get Acrobat Reader
Here

All forms submitted must be the completed originals; therefore, to satisfy the Municipal Civil Service application requirements, mail the completed forms to:

**MUNICIPAL CIVIL SERVICE COMMISSION
City of Opelousas
105 N. Main Street, P. O. Box 1879
Opelousas, Louisiana 70571**

FORM 1-- APPLICATION FOR CIVIL SERVICE EMPLOYMENT (Necessary for each job classification for which applying.) PLEASE PRINT ON 8 ½ x 11 INCH PAPER.

FORM 2— APPLICATION FOR VETERANS PREFERENCE (Complete only when initially applying for a job.

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