



BOBBY JINDAL
GOVERNOR

State of Louisiana
Governor's Office of Homeland Security
and
Emergency Preparedness

MARK A. COOPER
DIRECTOR

Tips for being a successful applicant:

Before proceeding with application please read GEN-0014, Nepotism Policy below effective Dec. 28, 2009:
[GEN-0014, Nepotism Policy, Dec 28, 2009.pdf](#)

- ❖ **LA Careers is an online application system that the Department of Civil Service implemented for all classified and unclassified positions on February 16, 2009.**
- ❖ **It is important that you read the entire announcement carefully before you begin filling out the application.**
- ❖ **While we are an unclassified agency and don't have a testing requirement, we do require that you attach a letter of application and resume to each application. The transcript is also required (if applicable), but can be brought to the interview if invited.**
- ❖ **You will notice "Add Attachments" wording at the bottom of the electronic application. Please attach the required attachments to this area. The documents you attach have to be stored on your computer, word doc, PDF's, etc are acceptable.**
- ❖ **You will notice wording that says "text resume's are not accepted" please don't confuse this with the attached resume' you will need to submit. You are able to attach a resume, but your typed/text resume' into the body of the application is not accepted.**
- ❖ **Read the instructions carefully and follow them exactly.**



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- ❖ **Completing the application properly is very important; the application is your first chance to present your skills to the employer. Once submitted, no corrections/revisions can be made to an application.**

- ❖ **Review the application for completeness and verify the attachments are present before hitting "apply".**

- ❖ **You do not need to "create" a separate profile (Personal Information) for each job you wish to apply; however you will need to "apply" for each separate announcement you are interested.**

- ❖ **You will not be able to re-submit an application for the same vacancy be certain that your initial application is accurate.**

- ❖ **Each applicant must have his/her own account. You cannot share accounts.**