



This form serves as an official request for approval to add a job title to the list of job titles authorized to use the felony conviction supplemental questions in Louisiana Jobs.

This approval is required for job titles that are not currently identified as having a legal restriction in the job specification but for which an agency believes the felony conviction supplemental questions are necessary based on a legal or statutory requirement.

Once approved, agencies may include the required felony conviction supplemental questions when posting vacancies for the approved job title.

This process provides a consistent method for agencies to request authorization and helps ensure that felony conviction supplemental questions are used appropriately and in accordance with SCS rules and applicable legal restrictions.

SECTION 1: REQUEST INFORMATION

REQUEST DATE

AGENCY NAME

PERSONNEL AREA CODE(S)

SECTION 2: JOB TITLE/SERIES

Please include the job code and corresponding job title. If this request includes a job series, please ensure all corresponding titles are included. The agency may attach a separate document, if needed.

Job Code**Job Title****SECTION 3: JUSTIFICATION AND RATIONAL BUSINESS REASON**

The agency is encouraged to attach any supporting documents, if needed.

Explain the business need for requesting approval to use the felony conviction supplemental questions for this job title. Include the applicable law, statute, regulation, or other legal authority supporting the request, and explain how it applies to the position.

SECTION 4: AGENCY CONTACT INFORMATION	
Signature of Appointing Authority or Designee	Date
Name of Appointing Authority or Designee	Title of Appointing Authority or Designee
Human Resources Contact Information	
Name	
Email Address	
Phone Number	

FOR STATE CIVIL SERVICE USE ONLY	
Signature of State Civil Service Director or Director's Designee	Approval Date
SCS Comments	