

Jefferson Parish Sheriff's Office



ONLINE APPLICATION PROCESS

The Jefferson Parish Sheriff's Office requires that you complete this form completely and accurately. Among other things, this form is used to fulfill our obligations to the citizens of Jefferson Parish by selecting only those individuals who meet the legal qualifications for the job that they are applying. Some of the information you provide will be verified by a polygraph examination. Deliberate misstatements or omissions will disqualify the application. Remember, it is your responsibility to ensure the accuracy of the application. Applications not containing complete addresses including zip codes will be considered incomplete and therefore will not be processed. If there is not enough room on the application for you to provide a complete answer to any of the questions, use an additional piece of paper to do so.

Once your application has been submitted, you will be contacted by the Personnel Division to get fingerprinted and to complete a background check, located at 1233 Westbank Expressway in Harvey. Some positions will require a typing test. Please take into account, this process could take about an hour.

You must provide a copy of the following documents to the Personnel Division:

- 1 Birth Certificate.
- 2 Naturalization Certificate for naturalized citizens.
- 3 High School diploma **AND** transcripts or a copy of a G.E.D.
- 4 College diploma and transcripts plus any other educational certificates.
- 5 Form DD214 for each period of military service and discharge certificate.
- 6 Valid driver's license or identification card with proper address.
- 7 Social Security Card.
- 8 POST Certificate

For high school diplomas, Louisiana graduates may request a copy from their local School Board.
For high school transcripts, Louisiana graduates may request a copy at www.louisianabelieves.com.

Thank you for your interest in employment with the Jefferson Parish Sheriff's Office.

Joseph P. Lopinto, III
Sheriff

We are an equal opportunity employer. Prospective employees will be hired without regard to race, color, religion, sex, age, national origin, or disability.

Our EEOP Report is available on request in the JPSO Human Resources Office.

Jefferson Parish Sheriff's Office



PERSONAL INQUIRY WAIVER AUTHORITY FOR RELEASE OF INFORMATION

TO:

I respectfully authorize you to furnish any and all information that you may have concerning me, my work records, school record, and my reputation. Please include any and all Internal Affairs files, medical, physical, and mental records or reports including all information of a confidential or privileged nature, and photostats of same if requested. This information is to be used to assist the Jefferson Parish Sheriff's Office in determining my qualifications and fitness for the position I am seeking.

I hereby relieve, release you and hold harmless the Jefferson Parish Sheriff's Office and the individuals and/or agencies, institutions who supplied the requested information from any liability or damage which may result from furnishing the information requested above.

Date

Applicant Name

Date

Witness Signature

Payroll #

I agree that this printed signature is to be given the same force and effect as an electronic signature.

Jefferson Parish Sheriff's Office - Personnel Division -1233 Westbank Expressway - Harvey, LA 70058 - (504) 376-2333

Jefferson Parish Sheriff's Office



CONFIDENTIAL INFORMATION AGREEMENT FORM

A thorough investigation will be conducted to determine your qualifications for the position you are seeking. Your employment will depend, to a great extent, on information obtained in confidential interviews with persons with whom you have been associated. I am fully aware and understand that my neighbors, my current and previous employers, my personal character references, my relatives, physicians, hospitals, educational institutions, and/or anyone I am associated with may be contacted during my background investigation.

I hereby relieve, release you and hold harmless the Jefferson Parish Sheriff's Office and the individuals and/or agencies, institutions who supplied the requested information from any liability or damage which may result from furnishing the information requested above.

I have read and fully understand the above statement.

Date

Applicant Name

Date

Witness Signature

Payroll #

I agree that this printed signature is to be given the same force and effect as an electronic signature.

Application for Employment Jefferson Parish Sheriff's Office

We are an equal opportunity employer

We do not discriminate based on handicap status

Print Name (Last, First, Middle)	Position Applied For	Application Date
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Current Address	
Street and Apt # _____	
City, State, Zip _____	
How Long have you lived there? _____	

Contact Information	
Home Phone # _____	
Cell Phone # _____	
Other Phone # _____	
E-mail Address _____	

Are you a US Citizen? _____ How did you hear about our employment opportunities? _____

<u>Military Service</u>	
Branch _____	Rank _____
Enlistment Date _____	Serial # _____
Discharge Date _____	Type of Discharge _____

<u>Driver's License</u>	
License # _____	
Exp. Date _____	
State _____	Class _____

Please answer the following questions. If you answer yes, please explain in the space provided (include dates)

Do you or your spouse have any criminal or civil proceedings pending against you?	Y N	
Have you ever received a traffic citation or been involved in a traffic accident?	Y N	
Have you ever been arrested, charged with, plead guilty or been convicted of a felony?	Y N	
Have you ever been arrested, charged with, plead guilty or been convicted of a misdemeanor?	Y N	
If employed by this agency, do you anticipate any income outside of your salary?	Y N	
As a law enforcement officer, if it became necessary for you take a human life, would any religious or personal beliefs make you reluctant to do so?	Y N	
Is there any reason that you will not be able to work any shift that you are assigned?	Y N	

Employment History

List all previous employers for the past 5 years, beginning with the most recent **(indicate any periods of unemployment)**

A

<u>Employed From</u>	<u>Employer Name</u>	<u>Job Title</u>	
<u>Employed To</u>	<u>Description of Duties</u>	<u>Reason for Leaving</u>	<u>Supervisor's Name</u>
<u>Employer's Address</u>		<u>City, State, Zip Code</u>	<u>Telephone Number</u>

B

<u>Employed From</u>	<u>Employer Name</u>	<u>Job Title</u>	
<u>Employed To</u>	<u>Description of Duties</u>	<u>Reason for Leaving</u>	<u>Supervisor's Name</u>
<u>Employer's Address</u>		<u>City, State, Zip Code</u>	<u>Telephone Number</u>

C

<u>Employed From</u>	<u>Employer Name</u>	<u>Job Title</u>	
<u>Employed To</u>	<u>Description of Duties</u>	<u>Reason for Leaving</u>	<u>Supervisor's Name</u>
<u>Employer's Address</u>		<u>City, State, Zip Code</u>	<u>Telephone Number</u>

D

<u>Employed From</u>	<u>Employer Name</u>	<u>Job Title</u>	
<u>Employed To</u>	<u>Description of Duties</u>	<u>Reason for Leaving</u>	<u>Supervisor's Name</u>
<u>Employer's Address</u>		<u>City, State, Zip Code</u>	<u>Telephone Number</u>

E

<u>Employed From</u>	<u>Employer Name</u>	<u>Job Title</u>	
<u>Employed To</u>	<u>Description of Duties</u>	<u>Reason for Leaving</u>	<u>Supervisor's Name</u>
<u>Employer's Address</u>		<u>City, State, Zip Code</u>	<u>Telephone Number</u>

Education

List all education, beginning with high school. Include any other professional training/education received.

A	<u>From :</u>	<u>To :</u>	<u>School Name</u>	<u>Course / Major</u>
	<u>School's Address</u>		<u>City, State, Zip Code</u>	<u>Graduate</u> Y N

B	<u>From :</u>	<u>To :</u>	<u>School Name</u>	<u>Course / Major</u>
	<u>School's Address</u>		<u>City, State, Zip Code</u>	<u>Graduate</u> Y N

C	<u>From :</u>	<u>To :</u>	<u>School Name</u>	<u>Course / Major</u>
	<u>School's Address</u>		<u>City, State, Zip Code</u>	<u>Graduate</u> Y N

D	<u>From :</u>	<u>To :</u>	<u>School Name</u>	<u>Course / Major</u>
	<u>School's Address</u>		<u>City, State, Zip Code</u>	<u>Graduate</u> Y N

E	<u>From :</u>	<u>To :</u>	<u>School Name</u>	<u>Course / Major</u>
	<u>School's Address</u>		<u>City, State, Zip Code</u>	<u>Graduate</u> Y N

Acknowledgement

I, _____, hereby swear or affirm, that all the information on the uploaded forms and on any attachment(s) is true, correct, and complete, to the best of my knowledge. I am aware that any misrepresentations or falsifications made in connection with my obtaining employment with the Jefferson Parish Sheriff's Office will be grounds for rejection or dismissal. I understand that, if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal and financial records through any investigative agencies or bureaus of your choice. In making this application for employment, I also understand that an investigative report will be processed whereby information is obtained through interviews with my neighbors, friends or others with whom I am acquainted.

Date

Applicant Name

I agree that this printed signature is to be given the same force and effect as an electronic signature.

**Background Check Data Sheet
Jefferson Parish Sheriff's Office**

Print Name		Social Security Number		Maiden Name		Sex	Hair Color
Eye Color	Height	Weight	Place of Birth		Marital Status	Date of Birth	
Describe any Distinguishing Marks (Scars, Tattoos, Birthmarks, etc.)							

Relatives

	Name	Date of Birth
Name of Present Spouse (include maiden name if applicable)	_____	_____
Name of Ex-Spouse (include maiden name if applicable)	_____	_____
Name of Ex-Spouse (include maiden name if applicable)	_____	_____

List all individuals living in your household

Relationship	Name	Date of Birth

Pre-Polygraph Questionnaire

Any deception detected below or during the examination will result in denial of employment

If you answer yes to any of these questions, please explain on a separate piece of paper.

		Yes	No
1	Have you ever been arrested?	()	()
2	Have you ever been convicted of a felony?	()	()
3	Have you ever sold marijuana or other narcotics illegally?	()	()
4	Have you ever tried/used marijuana? (If yes, when was last usage? _____)	()	()
5	Have you ever tried/used any illegal drugs other than marijuana?	()	()
6	Have you ever tried/used marijuana or other narcotics while at work?	()	()
7	Have you ever committed any undetected crimes?	()	()
8	Have you ever been fired or asked to resign from a job?	()	()
9	Have you ever stolen any merchandise from an employer?	()	()
10	Have you ever stolen any money from an employer?	()	()
11	Have you ever stolen anything of great value?	()	()
12	Are you aware of any inaccuracies on your application?	()	()
13	Have you deliberately lied on any of these questions?	()	()