



St. James Parish Sheriff's Office

5800 Highway 44 / P.O. Box 83

Convent, LA 70723

PHONE: 225-562-2377

FAX: (225) 562-2218

Please provide the items below when returning this application.

Items 1-4 are mandatory and should be copies not originals.

1. COPY OF BIRTH CERTIFICATE
2. COPY OF HIGH SCHOOL DIPLOMA OR EQUIVALENCY CERTIFICATE ISSUED BY THE STATE DEPARTMENT OF EDUCATION
3. COPY OF YOUR SOCIAL SECURITY CARD
4. COPY OF YOUR DRIVERS LICENSE WITH PHOTO
5. COPY OF TRANSCRIPT OF COLLEGE CREDITS OR DIPLOMA
6. COPY OF MILITARY DISCHARGE PAPERS (DD214)
7. COPY OF CERTIFICATES FROM ANY ADDITIONAL SCHOOLS

Please return the completed application and required attachments to the St. James Parish Sheriff's Office at the following address:

Mailing Address:

P.O. Box 83
Convent, LA 70723

Physical Address:

5800 LA Hwy 44
Convent, La 70723

Or

2631 Hwy 20
Vacherie, La 70090

The selection process outlined below should help you understand what is involved in the selection of new employees for the St. James Parish Sheriff's Office.

- Completed application with required attachments must be submitted.
- A thorough background check of every applicant is completed (usually requiring 2-3 weeks)
- As job openings become available, applicants with the best credentials, work experiences, and background may be selected for testing. Testing includes measurement of pre-employment skills, reading and math skills.
- After the testing, an applicant may be recommended for an interview.
- Those offered employment will be scheduled for medical exams and drug test at the Sheriff's Office expense.
- When the medical exams and drug test are complete, the applicants are processed and become probationary employees.
- All applications are considered active for one calendar year and may be updated by the applicant as desired.
- Applicants may reapply after one year, or may apply for additional positions during the active period of the application.

**ST. JAMES PARISH SHERIFF'S OFFICE
EMPLOYMENT APPLICATION**

Position applying for _____ Full Time _____ Part Time _____

Name _____
Last Name First Name (Maiden or Middle)

Present Address: _____
Street City State Zip Code

Home Phone #: _____ Cell Phone #: _____ Other Phone #: _____

Driver's License # _____ State: _____ Type _____ Expiration Date _____

High School Graduate: Yes ___ NO ___ GED: Yes ___ No ___

Post-Secondary Education: _____

Special Skills and abilities: _____

1. Employment history: List all Jobs held in the past ten (10) years, regardless of length of time employed. Start with your present employer. Attach Additional Sheet if necessary.

FROM	NAME OF EMPLOYER	YOUR JOB TITLE	NAME OF SUPERVISOR
TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			

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TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
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TO	EMPLOYER ADDRESS	YOUR SALARY	EMPLOYER TELEPHONE
REASON FOR SEPARATION:			

2. Explain in your own handwriting why you want to be employed by the St. James Parish Sheriff's Office.

3. List all the relatives employed by the S. James Parish Sheriff's Office

FULL NAME	RELATIONSHIP	DEPARTMENT

4. Character references: List three (3) person (not employers or relatives) who know you well enough to give current or former information about you.

NAME	OCCUPATION	ADDRESS (STREET, CITY, STATE)	HOME PHONE	BUSINESS PHONE

5. Are you trained on office machines, computers, or software? YES ___ NO ___

If yes, explain _____

6. Have you ever applied for a position with the St. James Sheriff's Office? YES ___ NO ___

If yes, explain _____

7. Have you ever been terminated from any job or position? YES ___ NO ___

If yes, explain _____

8. Have you ever received a traffic citation or been involved in a traffic accident?

LIST City- State- Agency

YES ___ NO ___ If yes, explain _____

YES ___ NO ___ If yes, explain _____

YES ___ NO ___ If yes, explain _____

9. Have you ever been arrested or convicted of a felony? YES ___ NO ___

If yes, explain _____

DATE	CHARGE(S):	DETAINING/ARRESTING DEPARTMENT	PENALTY

10. List all misdemeanor arrest and/or convictions below:

DATE	CHARGE(S):	DETAINING/ARRESTING DEPARTMENT	PENALTY

11. Have you ever had charges expunged from your record? YES ___ NO ___
If yes, explain _____
12. Have you ever been convicted of the crime of domestic violence? YES ___ NO ___
If yes, explain _____
13. Do you hold any personal or religious beliefs that would prevent you from taking a human life if it became necessary in the line of duty? YES ___ NO ___
14. Have you ever served in any branch of the United States Armed Forces or other military organization?
Present draft classification: _____

YES	NO	ORGANIZATION	ENLISTMENT DATE	DISCHARGE DATE	TYPE	RANK

15. Certain deputies may be required to attend the Regional Law Enforcement Academy. This training is extensive, intense, and requires total commitment by the trainee. Will you obey all rules, regulations of the academy? YES ___ NO ___
16. Are you a United States Citizen? YES ___ NO ___
By Birth? YES ___ NO ___ Naturalized? YES ___ NO ___
17. On the date that you are offered employment and accept, you must reside in the parish of St. James Parish. You must continue to reside within the parish of St. James throughout your employment with this agency. _____ Initial
18. I acknowledge that if I become employed, I will be free to terminate my employment at any time for any reason and the sheriff's Office retains the same rights. _____ Initial
19. If your position requires you to attend the Regional Law Enforcement Training Academy, you must pass the Entry Level Policy for Physical training for the Physical Fitness Testing based on Louisiana P.O.S.T. council. _____ Initial
20. I declare that the information provided by me in this application is true, correct and complete to the best of my knowledge. I understand that if I employed, any falsification, misstatement, or omission of fact in connection with my application, whether on this document or not, may result in immediate termination of employment. _____ Initial
21. I, _____, do hereby grant my permission to all present and former employers, health service providers, references, and law enforcement agencies to release to the St. James Parish Sheriff's Office and its officers all verbal and written information in their possession that pertains to me.
22. I, _____, do hereby certify that a photocopy of this document shall serve as an original for the purpose of releasing information to the St. James Parish Sheriff's Office and its administrative officers.
23. I, _____, do hereby understand that this document is an application only and that the completion hereof does not imply or state a condition of further employment.

24. TO BE COMPLETED BY APPLICANT:

The Civil Rights Act of 1963, the Civil Rights Act of 1967, and the Americans with Disabilities Act of 1990 prohibit discrimination in employment based on: Race, color, Religion, Sex, National Origin, Age, and Disabilities.

I, _____, have applied for employment with the St. James Parish Sheriff's Office.

I understand that completion of the application process requires that a personal background check be made by the St. James Parish Sheriff's Office. I hereby authorize the St. James Parish Sheriff's Office or its designated agents to investigate my previous record and character to collect any and all information, whether it is of record or not, that may concern my eligibility for employment.

This authorization includes, but is not limited to, criminal history, bank, credit, school, selective service, physical, hospital, health, insurance, or employment records, and releases any person, organization or corporation from any charges or claims for furnishing said information. A copy of this authorization shall be considered as effective and valid as the original. It is my desire for this authorization to be ongoing.

It is my intent that the St. James Parish Sheriff's Office be allowed to run periodic checks, at their discretion, during the course of this application and if hired, the life of my employment.

Signature

Date

Note: This application will be retained for one (1) year.

St. James Parish Sheriff's Office is an Equal Opportunity Employer