

EMPLOYMENT APPLICATION



SHERIFF JAMES POHLMANN

ST. BERNARD PARISH SHERIFF'S OFFICE

2 COURTHOUSE SQUARE, CHALMETTE, LOUISIANA 70043

"KEEPING ST. BERNARD SAFE"

ST. BERNARD PARISH SHERIFF'S OFFICE
CHALMETTE, LOUISIANA

Mission Statement

“The goal of the St. Bernard Parish Sheriff’s Office is to become the finest law enforcement organization in the State of Louisiana. To accomplish this goal, we must be selective in hiring, diligent in training, and thoughtful in supervision.”

The St. Bernard Parish Sheriff’s Office requires that you complete this form completely and accurately. Among other things, this application is used to fulfill our obligations to the citizens of St. Bernard Parish by selecting only those individuals who meet the legal qualifications for the job for which they are applying. All of the information you provide will be verified. Deliberate misstatements or omissions will disqualify the applicant. Remember, it is your responsibility to ensure the accuracy of the application.

Part of the application process includes an oral interview, getting fingerprinted, completing a background check, successful completion of a polygraph examination and some positions require a typing and spelling test and/or physical agility test. (See page 2 for requirements)

In order to be considered for employment, certain requirements must be met. To be hired, applicants must be at least 21 years old, have a high school or equivalent diploma, and must reside in St. Bernard Parish. Other factors which influence the employment process are previous work experience, previous law enforcement experience, educational background, driving record, no history of felony convictions and a responsible credit history.

Upon completion of the application, YOU MUST MAKE A COPY of the following documents:

1. Birth Certificate or Naturalization Certificate for naturalized citizens.
2. High school diploma or transcripts or G.E.D.
3. College diploma and transcripts plus any other educational certificates.
4. Form DD-214 for each period of military service and discharge certificate.
5. Valid driver’s license or identification card with proper address.
6. Social Security Card

For high school diplomas and transcripts, Louisiana graduates may contact the Louisiana Department of Education at 1-877-453-2721 or at www.doe.state.la.us.

You are responsible for making copies

You should bring the application, in person, and all pertinent copies to the 2nd floor of the Sheriff’s Office at #2 Courthouse Square, Chalmette, Louisiana 70043. There is no place to make copies, so **be sure you have made all copies before returning**.

Thank you for your interest in employment with the St. Bernard Parish Sheriff’s Office.



James Pohlmann
Sheriff

Cooper Standards Physical Agility Test (Males)

Age	Sit-ups	Push-ups	Sit and Reach (Straight Leg)	1.5 Mile Run
20-29	40	33	17 ½ in.	11:58
30-39	36	27	16 ½ in.	12:25
40-49	31	21	15 ¼ in.	13:05
50-59	26	15	14 ½ in.	14:33
60 +	20	15	13 ½ in.	16:19

Cooper Standards Physical Agility Test (Females)

Age	Sit-ups	Push-ups	Sit and Reach	1.5 Mile Run
20-29	35	18	20 in.	14:15
30-39	27	14	19 in.	15:14
40-49	22	11	18 in.	16:13
50-59	17		17 ¾ in.	18:05
60 +	8		16 3/8 in.	20:08

You must bring the following when you report for the physical agility test:

1. Photo I.D.
2. Appropriate running attire (i.e., T-shirt, shorts or sweats, white socks, running shoes)
3. Bottled water
4. Towel

Some positions do not require the above test(s).

Communications Division Requirements:

Must be able to type at least 35 wpm and achieve at least 80 percent on a spelling test.

ST. BERNARD PARISH SHERIFF'S OFFICE
P O. Box 168
CHALMETTE, LOUISIANA
APPLICATION FOR EMPLOYMENT

This application will be kept on file for Twelve (12) Months.

DATE: _____

NOTE: All applicants shall meet the following qualifications:

1. Have attained the age of 21, and reside in St. Bernard Parish.
2. Have graduated from an accredited high school, or possess a high school equivalency diploma recognized in the state of Louisiana, and complete necessary training after employment.

POSITION APPLYING FOR:

- Patrol Deputy Other _____
 Correctional Officer _____
 Dispatcher _____

INSTRUCTIONS

Application must be printed legibly in ink. All questions must be answered. Applications which are not complete will not be considered.

PERSONAL HISTORY

1. Full Name: _____

Last Name First Name Middle Name

2. Other: List all other names you have used: (Maiden, former name(s), alias(s) Nicknames (s))

3. Mother's Maiden Name _____

4. Social Security # _____ - _____ - _____ Driver's Lic. # _____ /State _____ /Class _____

5. Residential Address _____
Number/Street City State Zip Code

6. Mailing Address _____
Number/Street City State Zip Code

7. User name(s)/Name(s) used for social media sites (facebook, myspace, etc.) _____

8. List all available phone numbers _____

9. List all available email addresses _____

WE MAY COMMUNICATE WITH YOU VIA EMAIL – PLEASE INCLUDE AN EMAIL ADDRESS

BACKGROUND INFORMATION

1. Date and Place of Birth

____/____/____
 Date City State Country (If not the U.S.A)

2. Are you a United States citizen? Yes No

If naturalized, please provide: _____
 Date Place

_____ Court Naturalization #

3. Marital Status Married Divorced Separated Widowed Never Married

4. Height _____ Weight _____ Eye Color _____ Hair Color _____ Blood Type _____

5. Spouse's name _____

6. Former Spouse (s) name _____

EDUCATION/TRAINING

1.

High School Name/Address	Dates Attended Mo./Yr		Years Completed	Did You Graduate?	Type of Diploma
	From	To			

Attach copy of diploma

2.

College/University Name/Address	Dates Attended Mo./Yr		Credit Hours Earned	Did You Graduate?	Type of Degree
	From	To			

Attach copy of diploma

3.

Other Schools (Trade, Vocational, etc) Name/Address	Dates Attended Mo./Yr		Credit Hours Earned	Did You Graduate?	Type of Degree
	From	To			

4. Social, fraternal and civic organizations of which I am a member (optional) _____

FINANCIAL / LEGAL

1. Are you involved in any litigation? _____ Please explain: _____

2. Are there any outstanding judgments against you? _____ Please explain: _____

3. I have had _____ number of accounts charged off due to non-payment. Details _____

4. I have have not declared bankruptcy. Details _____

RESIDENCES

Dates Mo./Yr.		Apt No.	Street Address	City	Parish	State
From	To					

EMPLOYMENT RECORD

1. List beginning with **last (or present) job, and working backward**, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for a period, set forth dates of unemployment.

Employed From:	Employer's Name	Job Title
Employed To:	Description of Duties	Supervisor's Name
Employer's Address	City, State, Zip	Telephone Number
Reason for Leaving		

Employed From:	Employer's Name	Job Title
Employed To:	Description of Duties	Supervisor's Name
Employer's Address	City, State, Zip	Telephone Number
Reason for Leaving		

Employed From:	Employer's Name	Job Title
Employed To:	Description of Duties	Supervisor's Name
Employer's Address	City, State, Zip	Telephone Number
Reason for Leaving		

Employed From:	Employer's Name	Job Title
Employed To:	Description of Duties	Supervisor's Name
Employer's Address	City, State, Zip	Telephone Number
Reason for Leaving		

2. Have you ever been dismissed or asked to resign or had any disciplinary action taken against you from any employment or position held? _____ If yes, please explain _____

3. Have you ever resigned or left by mutual agreement following allegations of misconduct or poor job performance? _____ If yes, please explain: _____

LAW ENFORCEMENT EXPERIENCE AND TRAINING

1.

Agency	Position	Employment Dates	
		From	To

2. Date of P.O.S.T. Certification _____ (Attach Certificate)
3. Has your P.O.S.T. Certification ever been revoked, suspended or relinquished or subject to discipline? _____
 If yes, please explain: _____
4. Other Significant Training and Dates _____

REFERENCES

1. List three reputable citizens who have known you well during the last 5 years. **DO NOT** list relatives or former employers.

Name	Address	Business	Telephone

2. Relatives are listed below (Optional)

Relation	Name	Address	Employer
Father			
Mother			
Brother			
Brother			
Sister			
Sister			
Child			
Child			

DRIVING HISTORY

1.

Traffic Citation or Accident / Date	Disposition

CRIMINAL HISTORY

1.

Arrest and/or Criminal Summons and/or Expungements / Date	Disposition

MILITARY SERVICE

Yes No

1.

From	To	Branch	Draft Class (If draft class is 1-Y, state reason)	Rank at time of Discharge	Type of Discharge

By my signature on this application, I grant my permission to the Sheriff of St. Bernard, or his designee, to interview my present or prior employers, to make inquiries into my criminal history, driving history and credit history, and/or make whatever inquiries deemed necessary to any and all person(s), agency(s), etc. in order to verify and or to confirm the information I have provided on this application as a method of qualifying and or evaluating my ability to satisfactorily function in the capacity of a Deputy Sheriff for the St. Bernard Parish Sheriff's Office. By my signature below, I do declare and attest that the information supplied on this application is true and correct to the best of my knowledge and belief, and I understand that any misrepresentations herein shall give cause for the disqualification of and/or refusal to consider my application. I further agree to hold harmless from any criminal or civil liabilities the St. Bernard Parish Sheriff's Office due to the outcome of these record and background checks.

Signature/Date

ST. BERNARD PARISH SHERIFF'S OFFICE

AUTHORIZATION TO RELEASE INFORMATION AND WAIVER

I voluntarily and knowingly authorize any employee, person, firm, corporation, school, government agency, its officers, employees and agents, to release any and all information concerning my former employment to any prospective employer, its officers, employees and agents, or other person or entity making a written or oral request for such information. I understand that the information disclosed may include but not necessarily be limited to:

1. Employment history, including performance evaluations, job descriptions, disciplinary reports, and any other documents contained in my personnel files, including documents that may have been sealed.
2. Opinions (whether verbal or written) regarding my suitability for employment possessed by my former employer.
3. Educational or scholastic records.
4. Financial records and credit information and reports.
5. Records maintained by any law enforcement agency, including but not limited to, police reports and other records of arrest, conviction, ordinance violations, juvenile records, or those relating to traffic violations.

I understand that this information is to be used to assist the St. Bernard Parish Sheriff's Office in determining my qualifications and fitness for the position I am seeking with the St. Bernard Parish Sheriff's Office. I authorize the St. Bernard Parish Sheriff's Office to obtain any information falling with the categories listed above, including any information which may be considered confidential or privileged, and authorize the St. Bernard Parish Sheriff's Office to photocopy that information if so desired.

I voluntary and knowingly fully release and discharge, absolve, indemnify and hold harmless the St. Bernard Parish Sheriff's Office as well as any former employer, person, firm, corporation, school or government agency, its officers, employees and agents, from any and all claims, liability, demands, causes of action, damages or costs (including attorney fees), present or future, whether known or unknown, anticipated, arising from or incident to the disclosure of any facts concerning my employment and other information described above in numbers 1-5.

I further waive and release any claim whatsoever I might have for any injury occurring while competing in any portion of the examination.

Applicant's name (please print)

Applicant's signature

Date Signed: _____

Use the following checklist to aid in the final proof of the application. The final instructions list the location where the completed application should be submitted.

CHECKLIST		YES	NO
1.	Have you filled in ALL applicable blanks?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Did you check for spelling errors?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Did you list correct names, complete addresses, and phone numbers for references, past and present employers?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Did you sign the application?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Did you sign the "Authorization to Release Information and Waiver"? (Page 10)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Copies of Birth Cert., SS Card, etc. (see pg 2)	<input type="checkbox"/>	<input type="checkbox"/>

If the answer to the above questions are "Yes" you have completed your St. Bernard Parish Sheriff's Office Application for Employment. Prior to submitting your application, you may attach a resume or any certificates of achievement that you feel may assist us in your applications review.

All applications must be turned in directly to the 2nd floor of the St. Bernard Parish Sheriff's Office Annex located at #2 Courthouse Square, Chalmette, Louisiana, between the hours of 9:00 a.m. – 3:00 p.m., Monday – Friday, excluding holidays.

I look forward to receiving your application, and again, thank you for your interest in becoming an employee of the St. Bernard Parish Sheriff's Office.



James J. Pohlmann
Sheriff