

Guía de aplicación en línea

Esta guía le ayudará con el proceso de solicitar trabajos en línea con el servicio civil de la Parroquia de Jefferson.

Aplicaciones pueden llenarse en cualquier computadora del acceso al Internet. También, hay computadoras disponibles para su uso en cualquiera de las oficinas de de personal. Se requiere una aplicación separada por cada posición para la cual usted quisiera ser considerado.

Registro - Paso 1

Entre en el sitio-web del departamento de personal de la parroquia de Jefferson en: www.jeffparish.net.

Paso 2

Para chequear por posiciones disponibles, oprima el link, **Jobs**.

Home | Services | Calendar | News | **Jobs** | Translate | Contact Us

Jefferson Parish, Louisiana

Government Departments Residents Businesses Visitors I Want To... Search...

THOMAS JEFFERSON
3rd President of the United States, signer on the Declaration of Independence, played key role in Louisiana Purchase. Jefferson Parish established in 1825, is named in honor of Thomas Jefferson

Brooms To Basins
A grassroots effort to keep grass and debris out of Jefferson Parish storm drains.
> MORE INFO

Important Information

- > About Jefferson Parish
- > Automated Water Billing
- > Road Closures and Alerts
- > Announcements

JP TV SERVICE Request WEATHER Radar TRAFFIC Camera

Paso 3

La página de oportunidades de trabajo aparecerá. Mueva debajo de la página (pasando el sitio de criterios de la búsqueda), hasta alcanzar la lista completa de nuestros trabajos actualmente disponibles. Usted verá el título de la posición, el tipo del empleo, el sueldo, la fecha límite, y una breve descripción.

 [Print this page](#)

29 records found.

Page # of 2



Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
ACCOUNTANT I (1210)	Permanent	\$30,533.00/Year	
EXAMINATION IS ANNOUNCED TO SUPPLEMENT THE EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF FINANCE - ACCOUNTING DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR.			
NOTE: Selective certification of eligibles with a minimum of one year of r...			
ADMINISTRATIVE MANAGEMENT SPECIALIST III...	Permanent	\$37,885.00/Year	
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT EAST JEFFERSON VACANCY IN THE LIBRARY DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR....			
AIR CONDITIONING/HEATING MECHANIC (2315)	Permanent	\$29,307.00/Year	Continuous
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR....			
ALARIO CENTER MARKETING/SALES ASSOCIATE ...	Permanent	\$32,984.00/Year	
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE CURRENT WEST JEFFERSON VACANCY AT THE ALARIO CENTER AND FUTURE VACANCIES AS THEY OCCUR.			

Paso 4

Oprima, **Position Title**, para la posición la cual usted quisiera solicitar.

Page # of 2



Position ▾	Emp. Type ▲	Salary ▲	Closing Date ▲
ACCOUNTANT I (1210)	Permanent	\$30,533.00/Year	
EXAMINATION IS ANNOUNCED TO SUPPLEMENT THE EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF FINANCE - ACCOUNTING DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR.			
NOTE: Selective certification of eligibles with a minimum of one year of r...			
ADMINISTRATIVE MANAGEMENT SPECIALIST III...	Permanent	\$37,885.00/Year	
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT EAST JEFFERSON VACANCY IN THE LIBRARY DEPARTMENT AND FUTURE VACANCIES AS THEY OCCUR....			
AIR CONDITIONING/HEATING MECHANIC (2315)	Permanent	\$29,307.00/Year	Continuous
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR....			

Paso 5

La página siguiente es el anuncio completo del trabajo para la posición que está aplicando. Este le dará los detalles sobre la clase de trabajo, requisitos mínimos, ventajas, y preguntas suplementales para esa posición particular.

Job Title: AIR CONDITIONING/HEATING MECHANIC (2315)

Closing Date/Time: Continuous

Salary: \$29,307.00 Annually

Job Type: Permanent

Location: Jefferson Parish, LA West Bank, Louisiana

[Print Job Information](#) | [Apply](#)

Purpose of Announcement	Benefits	Supplemental
Questions		
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR.		
Kind of Work:		
Employee will perform journeyman level work in the installation, maintenance, troubleshooting and repair of Parish owned environmental control systems, including but not limited to window air conditioning units, package and split air conditioning systems, heat pumps, chilled water systems, computer room A/C units, gas heaters, electric heaters, hydronic systems, air distribution and ventilation systems, cooling towers, refrigeration appliances, pneumatic and Direct Digital Controllers (DDC), three phase equipment (pumps, starters, motors, etc.).		
Minimum Qualifications For Admission to Examination:		
Possession of a current Jefferson Parish Mechanical Contractor's License* and Jefferson Parish Gasfitter's License*.		
Possession of a CFC Technical Universal Certification as regulated and required by Section 608 of the Environmental Protection Agency		

Paso 6

Para solicitar la posición, oprima el link, **Apply**.

Salary: \$29,307.00 Annually

Job Type: Permanent

Location: Jefferson Parish, LA West Bank, Louisiana

[Print Job Information](#) | [Apply](#)

Purpose of Announcement	Benefits	Supplemental
Questions		
EXAMINATION IS ANNOUNCED TO ESTABLISH AN EMPLOYMENT LIST TO FILL ONE (1) CURRENT WEST JEFFERSON VACANCY IN THE DEPARTMENT OF GENERAL SERVICES AND FUTURE PARISH-WIDE VACANCIES AS THEY OCCUR.		
Kind of Work:		

Paso 7

La página siguiente le pedirá su username y contraseña. Si usted nunca ha aplicado con la parroquia de Jefferson o trabajos del gobierno, usted necesitará crear una cuenta nueva, username y contraseña, usando el link, **Create Your Account Here!**

Login

Are you registered?

To apply online for a position, please [create an account](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.

Online Employment Application Guide

Username:

Password:

[I Forgot My Username and/or Password](#)

Not Registered Yet? [Create Your Account Here!](#)

Paso 8

Completar la información solicitada para crear su nueva cuenta del usuario. Observe por favor que su contraseña debe incluir un número, una letra, y un carácter especial (**es decir, *, &, ?**), y debe ser por lo menos 8 caracteres de largo. Cuando termine, oprima el link, **Save**.

*Es importante retener su username y contraseña, para aplicar por posiciones en el futuro.

* First Name

Middle Initial

* Last Name

Primary Phone

Alternate Phone

Email

An Email Address is NOT required to apply for this position. However, it is HIGHLY recommended that a valid email address be used so that you may receive notices (including emails to reset your password if you have forgotten it).

* Notification Preference == Select ==
By which method would you prefer to be notified about application status, testing dates and examination results?

* Address 1

Address 2

* City

* State == Select ==

* Zip

Country == Select ==

* Username

Tip: Your usernames must be unique. Choose a Username that you can easily remember. You may use letters and numbers and the underscore "_". Example: john_doe25

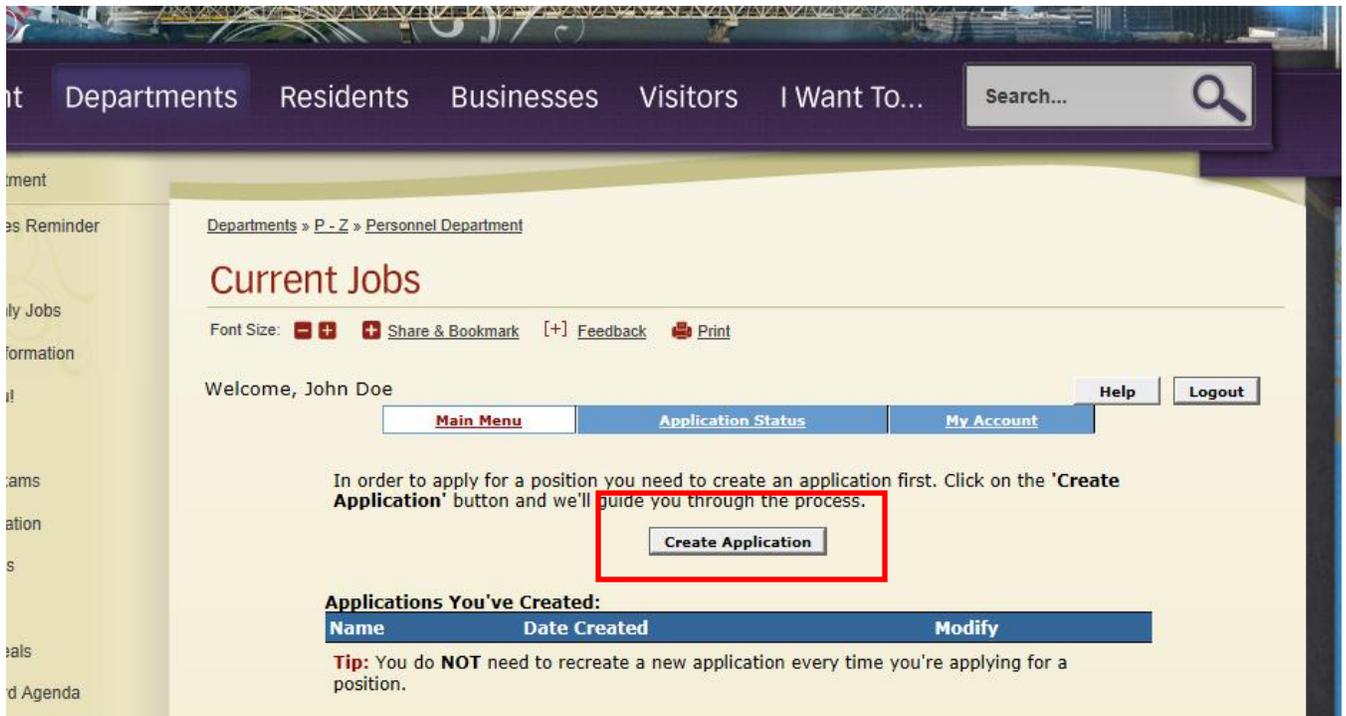
* Password

Password must contain at least one letter (any case)
Password must contain at least one number
Password must contain at least one special character
Password must be at least 8 characters long

* Confirm Password

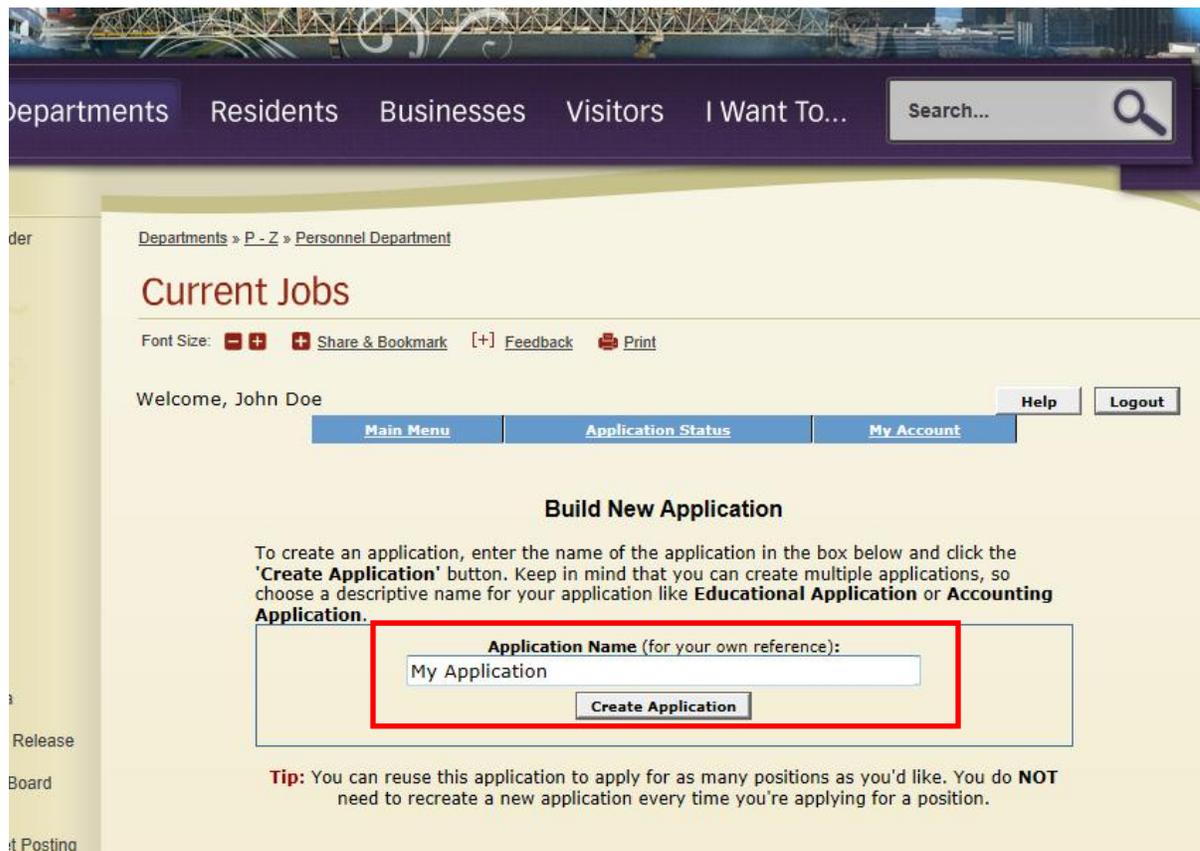
Paso 9

Oprima el botón, **Create Application**.



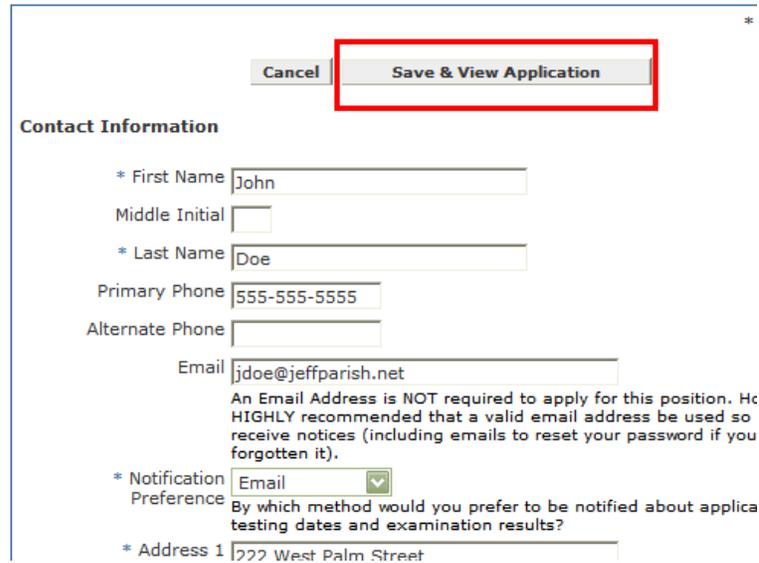
Paso 10

Asigne a su aplicación un nombre and la caja titulada, **Application Name**. Después oprima el botón, **Create Application**.



Paso 11

Verifique su información sobre la pantalla y después oprima el botón, **Save and View Application**.



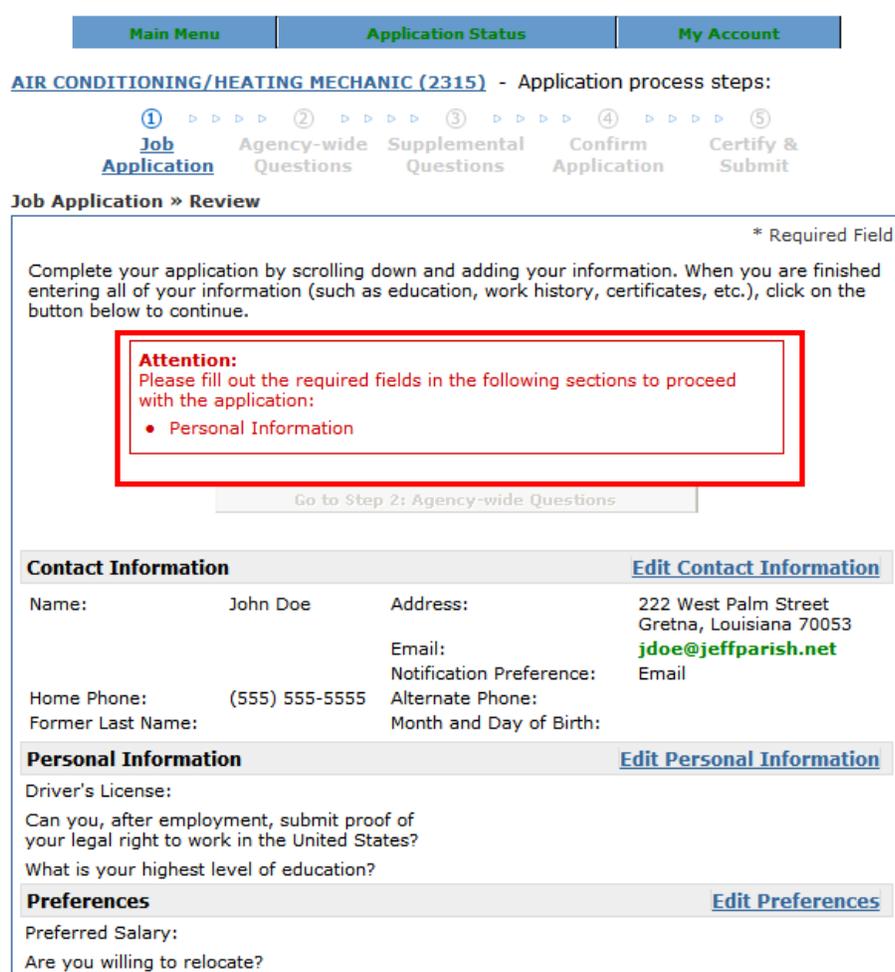
*
Cancel Save & View Application

Contact Information

* First Name
Middle Initial
* Last Name
Primary Phone
Alternate Phone
Email
An Email Address is NOT required to apply for this position. It is HIGHLY recommended that a valid email address be used so you receive notices (including emails to reset your password if you forgotten it).
* Notification Preference
By which method would you prefer to be notified about application testing dates and examination results?
* Address 1

Paso 12

En la pantalla siguiente, usted agregará información adicional (tal como educación, historia de trabajo(s), habilidades, etc.). Si durante el proceso de uso aparece una caja roja de atención, esta le indicara que omitió cierta información requerida.



Main Menu Application Status My Account

AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

① >>>> ② >>>> ③ >>>> ④ >>>> ⑤
[Job Application](#) Agency-wide Questions Supplemental Questions Confirm Application Certify & Submit

Job Application » Review

* Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

Attention:
Please fill out the required fields in the following sections to proceed with the application:

- Personal Information

Go to Step 2: Agency-wide Questions

Contact Information [Edit Contact Information](#)

Name:	John Doe	Address:	222 West Palm Street Gretna, Louisiana 70053
Home Phone:	(555) 555-5555	Email:	jdoe@jeffparish.net
Former Last Name:		Notification Preference:	Email
		Alternate Phone:	
		Month and Day of Birth:	

Personal Information [Edit Personal Information](#)

Driver's License:
Can you, after employment, submit proof of your legal right to work in the United States?
What is your highest level of education?

Preferences [Edit Preferences](#)

Preferred Salary:
Are you willing to relocate?

Paso 13

Para obtener una completa aplicación, usted debe completar las secciones siguientes en esta pantalla: Información personal, preferencias, educación, y experiencia profesional. Los otros links son opcionales.

Home Phone: (555) 555-5555	Notification Preference: Email
Former Last Name:	Alternate Phone:
	Month and Day of Birth:
Personal Information	Edit Personal Information
Driver's License:	
Can you, after employment, submit proof of your legal right to work in the United States?	
What is your highest level of education?	
Preferences	Edit Preferences
Preferred Salary:	
Are you willing to relocate?	
Types of positions you will accept:	
Types of work you will accept:	
Types of shifts you will accept:	
Objective	
Education	Add Education
Work Experience	Add Work Experience
Certificates and Licenses	Add Certificates or Licenses
Skills	Add Skills
Office Skills	Edit
Typing: 0	
Data Entry: 0	
Additional Information	Add Additional Information
References	Add Reference

Paso 14

Una vez que usted haya completado su información, oprima el botón, **Go to Step 2: Agency-wide Questions**.

kills	Add Sk
Office Skills	
Typing: 0	
Data Entry: 0	
Additional Information	Add Additional Informa
References	Add Refer
Resume	Edit Resu
Next Resume	
Attachments	Add Attachment
Go to Step 2: Agency-wide Questions	

Paso 15

Seguir las instrucciones para la **Agency-wide Questions**. Este seguro de contestar las preguntas completamente.

Main Menu	Application Status	My Account
-----------	--------------------	------------

AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

① >>>> ② >>>> ③ >>>> ④ >>>> ⑤

[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Agency-wide Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*1. A complete work history is required. For periods of unemployment please list the start and end date, as you would for a period of employment, and state unemployed.
Did you submit a complete work history?
 Yes No

*2. Failure to supply requested information may cause your application to be rejected. Answer every question truthfully, completely and accurately. This information is needed to determine your employment eligibility. Omitted, incomplete, false or misleading information may cause your application to be rejected.
I understand the above:
 Yes No

*3. Have you ever been convicted of, or plead guilty to, any law violation other than minor traffic violations? Include drug and DWI Convictions:
 Yes No

4. If you checked yes to the above question, please give a detailed explanation.

Paso 16

Cuando termine de contestar todas las preguntas de **Agency-wide Questions**, oprima el botón, **Save and Proceed**, localizado en la parte de abajo de la página.

: Time
Call

Save Work in Progress	Save & Proceed
-----------------------	----------------

* Required Field

Paso 17

El siguiente y último paso de preguntas será las preguntas suplementales, **Supplemental Questions**. Todas estas preguntas se basan sobre las calificaciones de trabajo requeridas para la posición por la cual usted está solicitando. Siga las instrucciones y conteste las preguntas completamente.

er **Employment Application**

Welcome, John Doe Help Logout

Main Menu Application Status My Account

AIR CONDITIONING/HEATING MECHANIC (2315) - Application process steps:

1 Job Application 2 Agency-wide Questions 3 **Supplemental Questions** 4 Confirm Application 5 Certify & Submit

Supplemental Questions * Required Field

Release

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. The supplemental questions are a very important first step in our screening process. Therefore, you are required to complete these questions so that we may initially determine your eligibility for this position. A lack of detail and explanation in the supplemental questions and in your application may result in failure or disqualification for this position. This means you will be ineligible for further consideration in this recruitment process.

Please check "yes" to show that you have read and understand this statement.

Yes No

*2. The minimum requirements for the Air Conditioning/Heating Mechanic position include the possession of a current Jefferson Parish Mechanical Contractor's License. Please select the option that best describes your qualifications regarding this certificate:

I possess a current Jefferson Parish Mechanical Contractor's License.

I do not possess a current Jefferson Parish Mechanical Contractor's License.

I do not possess a current Jefferson Parish Mechanical Contractor's License, but do possess a valid Louisiana State Mechanical License.

Paso 18

Cuando allá acabado de contestar todas las preguntas suplementales, oprima el botón, **Save and Proceed**, localizado en la parte de abajo de la página.

requirement.

Yes No

10. Please provide the following information regarding your driver's license: state, license number, class, and expiration date.

Save Work in Progress **Save & Proceed**

* Required Field

Paso 19

El sistema, le traerá de nuevo a su aplicación para confirmar su información. Una vez que usted haya confirmado que toda la información está correcta, oprima el botón, **Confirm Application**.

Main Menu	Application Status	My Account
---------------------------	------------------------------------	----------------------------

[AIR CONDITIONING/HEATING MECHANIC \(2315\)](#) - Application process steps:



Confirm Application

Please review the application you're about to send for the position of **AIR CONDITIONING/HEATING MECHANIC (2315)**. If you need to modify any parts of your application, just click the **'Edit'** button next to the section you wish to modify. Once you've reviewed the application click the **'Confirm Application'** button to proceed to the final 'Certify & Submit' step.

[Confirm Application](#)

Contact Information

[Edit Contact Information](#)

Name:	John Doe	Address:	222 West Palm Street Gretna, Louisiana 70053
		Email:	jdoe@jeffparish.net
		Notification Preference:	Email
Home Phone:	(555) 555-5555	Alternate Phone:	
Former Last Name:		Month and Day of Birth:	

Personal Information

[Edit Personal Information](#)

Driver's License:	No
Can you, after employment, submit proof of your legal right to work in the United States?	Yes

Paso 20

La página siguiente pide que usted acepte o que decline la declaración de la certificación. Lea la declaración, oprima el botón para aceptar (**Accept**) or declinar (**Decline**).

Employment Application

Welcome, John Doe

Help

Logout

Main Menu

Application Status

My Account

[AIR CONDITIONING/HEATING MECHANIC \(2315\)](#) - Application process steps:

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5
[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Certify & Submit



By clicking on the 'Accept' button, I hereby certify that every statement I have made in this application is true and complete to the best of my knowledge. I understand that any false or incomplete answer may be grounds for not employing me or for dismissing me after I begin work. I understand that I will have to produce documentation verifying identity and employment eligibility in the U.S. I understand that I may be required to verify any and all information given on this application. I understand that this completed application is the property of Jefferson Parish and will not be returned. I understand that the Jefferson Parish may contact prior employers and other references. I understand that I must notify the Personnel Department of any changes in my name, address, or phone number.

Accept

Decline

Paso 21

La pantalla siguiente confirmará que su aplicación ha sido enviada a la oficina del personal de la parroquia de Jefferson. Usted debe esperar oír de técnicos del departamento del personal en un término de dos semanas con respecto a su aplicación. Un técnico del personal se comunicara con usted por correo o email, dependiendo de la preferencia que usted indico en su aplicación. Pueden también comunicarse con usted por teléfono, si es necesario.

Main Menu

Application Status

My Account

Application for [AIR CONDITIONING/HEATING MECHANIC \(2315\)](#) is complete.

[Click here for a printable version of the application you just submitted](#)

Confirmation



Dear **John Doe**

Thank you for applying with Jefferson Parish. We have received your application. You will receive instructions by email and/or mail as to the next step in the process.

The examination process may include one or more of the following: application review, application appraisal, preliminary competitive rating, performance test, written test, and/or oral interview examination.

Questions asked during the examination process are based on the knowledge and abilities required to successfully perform the job.

Please remember to get, print and mail the "Employment Information Release Form". This is required to process your application.

Web address is as follows:

<http://www.jeffparish.net/jppd/index.cfm?DocID=15>

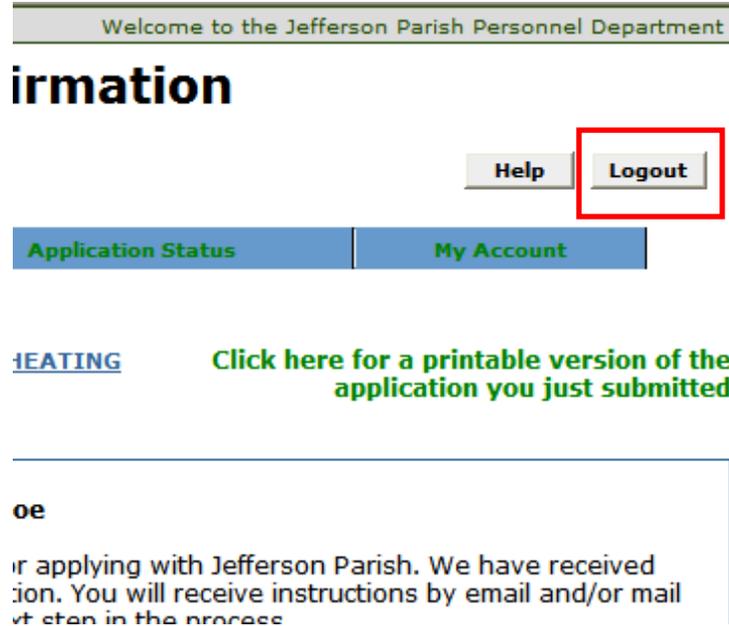
FORM 3 - **Employment Information Release** (Necessary only when initially applying. Only last two (2) lines are to be completed.)

Must be in our office within two weeks of application, or the application will be withdrawn.

Mail this to Jefferson Parish Personnel Department, 200 Derbigny, Suite 3100, Gretna, LA 70053.

Paso 22

Terminando el proceso con el uso en línea, termine la operación, oprimiendo el botón, **Logout**.



Paso 23

Usted necesitará imprimir la página, Employment Release Form. Para obtener esta página, oprima el botón, **Employment Information Release**.



Paso 24

Oprima el botón, Employment Information Release en medio.

Departments Residents Businesses Visitors I Want To... Search...

Departments » P - Z » Personnel Department

Employment Information Release

Font Size: - + + Share & Bookmark [+] Feedback Print

You must complete and return to the Personnel Department an [Employment Information Release](#) before your application can b (Necessary only when initially applying, not needed for current employees.)

Only last two (2) lines are to be completed.

Free viewers are required for some of the attached documents.
They can be downloaded by clicking on the icons below.

Paso 25

Imprimir la página Employment Information Release, complete las últimas tres líneas localizadas abajo: Nombre del aplicante, firma del aplicante y fecha. Mande por correo la aplicación a: 200 Derbigny Street, Suite 3100, Gretna, LA 70053. El departamento del personal no acepta copias electrónicas o por fax, porque es mandatorio recibir firmas originales en las aplicaciones de empleo.

Esto completa su aplicación en línea con la Parroquia de Jefferson, departamento de servicio civil para empleos. Si usted tiene problemas o preguntas acerca de su aplicación, se puede comunicar al departamento de empleos, llamando at (504) 364-2730, de 8:00 AM – 4:00 PM, Lunes a Viernes – excluyendo días de feriado.