

# 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/jppd](http://www.jeffparish.net/jppd).

## Paso 2

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



The screenshot shows the homepage of the Jefferson Parish website. The header features the parish logo and the text "The Parish of Jefferson". Below the header is a navigation menu with links for HOME, SEARCH, SERVICES, and PHONE NUMBERS. A welcome message reads "Welcome to the Jefferson Parish Personnel Department". On the left side, a vertical menu lists various services, with "Current Jobs" highlighted by a red rectangular box. The main content area displays contact information for Beverly Williams, Director, including two office addresses (Westbank and Eastbank) and their respective phone and fax numbers. On the right side, there is a yellow sidebar with a "FAQ" section and a notice about service hours.

HOME | SEARCH | SERVICES | PHONE NUMBERS

Welcome to the Jefferson Parish Personnel Department

Political Activities Reminder  
**Current Jobs**  
Promotional Only Jobs  
Employment Information  
We'll Notify You!  
Pay Plan  
Civil Service Exams  
Benefits Information  
Personnel Rules  
Contact Us

**Beverly Williams, Director**

Westbank Office: 200 Derbigny Street, Suite 3100  
Gretna, LA 70053  
P: (504) 364-2730  
F: (504) 365-3320

Eastbank Office: 1221 Elmwood Pk. Blvd. Suite 206  
Jefferson, LA 70123  
P: (504) 736-6364  
F: (504) 736-6368

**JOBS ARE NOW AVAILABLE TO APPLY**

FAQ  
What a service hiring p followe Jeffers Person Depart  
If the c am inte current applica be notifi applica

**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 ▲
<b>ACCOUNTANT I (1210)</b>	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...			
<b>ADMINISTRATIVE MANAGEMENT SPECIALIST III...</b>	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....			
<b>AIR CONDITIONING/HEATING MECHANIC (2315)</b>	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....			
<b>ALARIO CENTER MARKETING/SALES ASSOCIATE ...</b>	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 ▲
<b>ACCOUNTANT I (1210)</b>	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...			
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<b>AIR CONDITIONING/HEATING MECHANIC (2315)</b>	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](#)

<b>Purpose of Announcement</b>	<b>Benefits</b>	<b>Supplemental</b>
<b>Questions</b>		
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.		
<b>Kind of Work:</b>		
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.).		
<b>Minimum Qualifications For Admission to Examination:</b>		
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](#)

<b>Purpose of Announcement</b>	<b>Benefits</b>	<b>Supplemental</b>
<b>Questions</b>		
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.		
<b>Kind of Work:</b>		

## 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

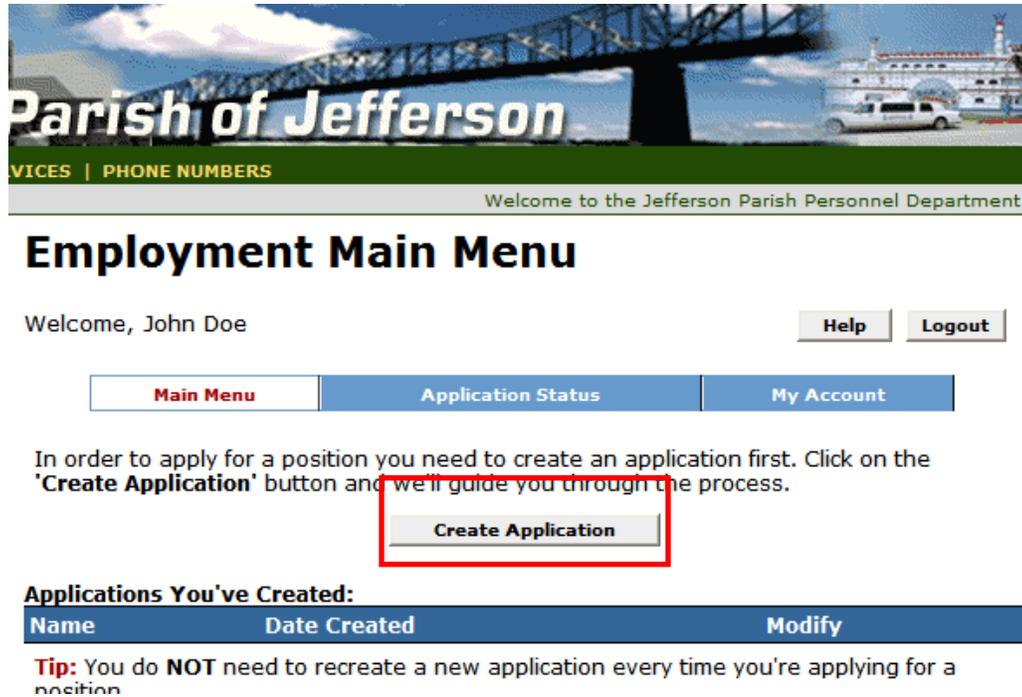
\* Password

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**.



Parish of Jefferson

VICES | PHONE NUMBERS

Welcome to the Jefferson Parish Personnel Department

## Employment Main Menu

Welcome, John Doe [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

In order to apply for a position you need to create an application first. Click on the 'Create Application' button and we'll guide you through the process.

[Create Application](#)

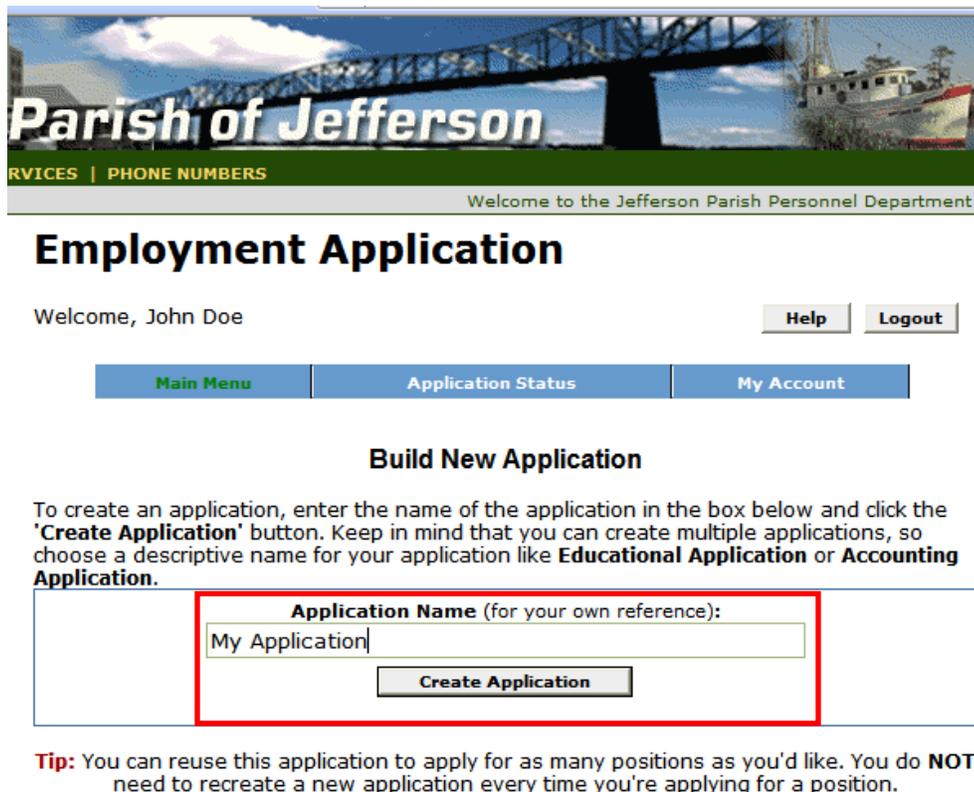
**Applications You've Created:**

Name	Date Created	Modify
------	--------------	--------

**Tip:** You do **NOT** need to recreate a new application every time you're applying for a position.

## Paso 10

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



Parish of Jefferson

VICES | PHONE NUMBERS

Welcome to the Jefferson Parish Personnel Department

## Employment Application

Welcome, John Doe [Help](#) [Logout](#)

[Main Menu](#) [Application Status](#) [My Account](#)

### Build New Application

To create an application, enter the name of the application in the box below and click the 'Create Application' button. Keep in mind that you can create multiple applications, so choose a descriptive name for your application like **Educational Application** or **Accounting Application**.

**Application Name** (for your own reference):

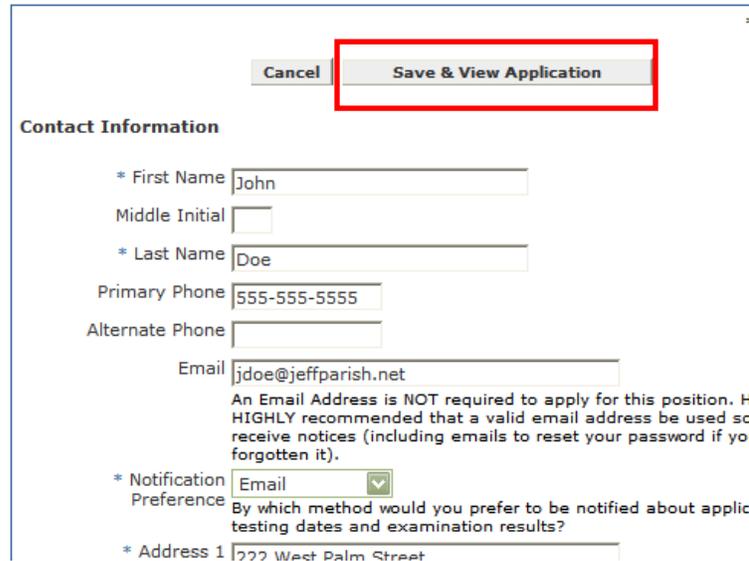
My Application

[Create Application](#)

**Tip:** You can reuse this application to apply for as many positions as you'd like. You do **NOT** need to recreate a new application every time you're applying for a position.

## Paso 11

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



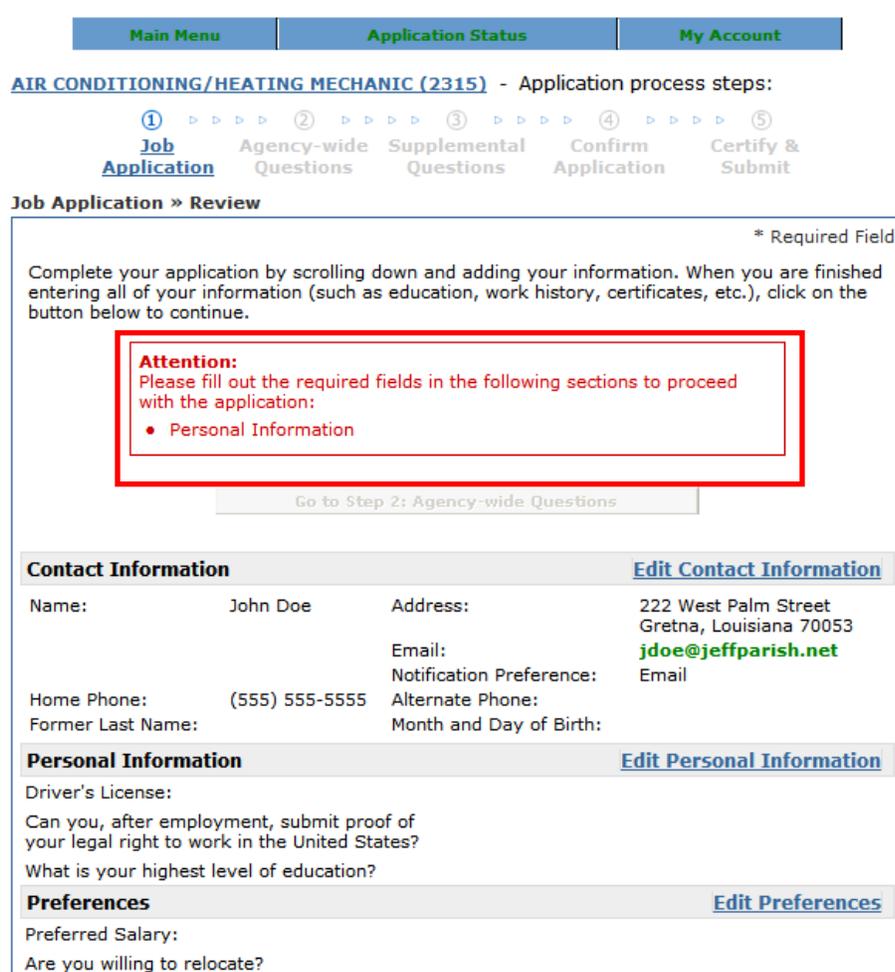
\*  
Cancel Save & View Application

**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 can 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 Job Application ② Agency-wide Questions ③ Supplemental Questions ④ Confirm Application ⑤ 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:	<b>jdoe@jeffparish.net</b>
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:
<b>Personal Information</b>	<a href="#">Edit Personal Information</a>
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?	
<b>Preferences</b>	<a href="#">Edit Preferences</a>
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:	
<b>Objective</b>	
<b>Education</b>	<a href="#">Add Education</a>
<b>Work Experience</b>	<a href="#">Add Work Experience</a>
<b>Certificates and Licenses</b>	<a href="#">Add Certificates or Licenses</a>
<b>Skills</b>	<a href="#">Add Skills</a>
Office Skills	<a href="#">Edit</a>
Typing: 0	
Data Entry: 0	
<b>Additional Information</b>	<a href="#">Add Additional Information</a>
<b>References</b>	<a href="#">Add Reference</a>

### Paso 14

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

<b>kills</b>	<a href="#">Add Skills</a>
Office Skills	
Typing: 0	
Data Entry: 0	
<b>Additional Information</b>	<a href="#">Add Additional Information</a>
<b>References</b>	<a href="#">Add Reference</a>
<b>Resume</b>	<a href="#">Edit Resume</a>
Next Resume	
<b>Attachments</b>	<a href="#">Add Attachments</a>
<a href="#">Go to Step 2: Agency-wide Questions</a>	

## Paso 15

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

<a href="#">Main Menu</a>	<a href="#">Application Status</a>	<a href="#">My Account</a>
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**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.

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# Employment Application

Welcome, John Doe Help Logout

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

1 >>>> 2 >>>> 3 >>>> 4 >>>> 5

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

### Supplemental Questions

\* Required Field

1  
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**.



### 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:	<a href="mailto:jdoe@jeffparish.net">jdoe@jeffparish.net</a>
		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 comunicará con usted por correo o email, dependiendo de la preferencia que usted indicó 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**.

Welcome to the Jefferson Parish Personnel Department

# Information

[Help](#) [Logout](#)

[Application Status](#) [My Account](#)

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

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**oe**

or applying with Jefferson Parish. We have received  
tion. You will receive instructions by email and/or mail  
st step in the process

**Paso 23**

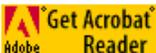
Usted necesitará imprimir la página, Employment Release Form. Para obtener esta página, oprima el botón, **Employment Information Release**.

<a href="#">Employee Appeals</a>	<a href="#">Additional Web Site</a>
<a href="#">Personnel Board Agenda</a>	<a href="#">Background Investig</a>
<a href="#">Employment Information Release</a>	<a href="#">J.P. Clerk of Court I</a>
<a href="#">Public Comment Period Board Meet</a>	<a href="#">Orleans Parish Crim</a>
<a href="#">LA Meetings Law Internet Posting</a>	<a href="#">Louisiana State Del</a>
<a href="#">Board 2011 Meeting Calender</a>	

**Paso 24**

Oprima el botón, Employment Information Release en medio.

Welcome to the Jefferson Parish Personnel Department

<a href="#">Political Activities Reminder</a>	<h2>Employment Information Release Form</h2> <p><a href="#">Personnel Department Home</a></p> <p>You must complete and return to the Personnel Department an <b>EMPLOYMENT INFORMATION RELEASE</b> before your application can be processed. (necessary only when initially applying, not needed for current employees.) <b>Only last two (2) lines are to be completed.</b></p> <p>THIS FORM IS IN THE .PDF FILE FORMAT AND CAN BE VIEWED AND PRINTED WITH MOST WEB BROWSERS PROVIDED THAT YOU HAVE THE ADOBE READER INSTALLED ON YOUR COMPUTER. YOU CAN FOLLOW THE FOLLOWING LINK TO DOWNLOAD THE ADOBE READER.</p> 	<a href="#">Current Jobs</a>
<a href="#">Promotional Only Jobs</a>		
<a href="#">Employment Information</a>		
<a href="#">We'll Notify You!</a>		
<a href="#">Pay Plan</a>		
<a href="#">Civil Service Exams</a>		
<a href="#">Benefits Information</a>		
<a href="#">Personnel Rules</a>		
<a href="#">Contact Us</a>		

**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 al (504) 364-2730, de 8:00 AM – 4:00 PM, Lunes a Viernes – excluyendo días de feriado.