



United States Probation Office
Southern District of Florida

APPLICATION PACKET FOR THE POSITION OF:

U.S. PROBATION OFFICER

You must submit the following information to be considered:

- Cover Letter
- Completed Application (AO78)
- Completed Hazardous Duty Supplement
- Current Resume' (optional)
- College Transcripts (If not immediately available, within 30 days of application date)

All documents must be submitted by:

Monday, June 18, 2012

The application packet must be mailed or emailed(preferably in one PDF attachment) to:

United States District Court
Human Resources, Room 847S
400 North Miami Avenue
Miami, Florida 33128

E-mail: flsd_hrmail@flsd.uscourts.gov

WORK EXPERIENCE

(Start with your present position and work back 10 years. Include any military service. Use additional page if necessary.)

A

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

B

Dates of Employment (mm/dd/yyyy) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (If in federal Service)	Place of Employment City _____ State _____
Name and Address of Employer (firm, organization, etc.) Business Telephone: (Area Code and Phone Number)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

C

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

D

Dates of Employment (<i>mm/dd/yyyy</i>) From: _____ To: _____		Number of hours worked per week:	Exact Title of Your Position
Salary or Earnings Starting \$ _____ Per _____ Final \$ _____ Per _____		Pay Plan/Grade (<i>If in federal Service</i>)	Place of Employment City _____ State _____
Name and Address of Employer (<i>firm, organization, etc.</i>) Business Telephone: (<i>Area Code and Phone Number</i>)			Name and Title of Immediate Supervisor
Reason for Leaving			
Description of Work			

APPLICANT CERTIFICATION

I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me, or firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE _____

DATE SIGNED _____

HAZARDOUS DUTY SUPPLEMENT

Complete this supplement **ONLY** if you are applying for a position of **U.S. Probation Officer**.

Name: _____ (_____)

Last,
First,
Middle
Maiden

Contact Numbers: Home() _____ **Cell**() _____ **Other:**() _____

Email: _____

The duties of probation officers are considered hazardous duty, requiring the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, physical dexterity and coordination necessary to operate a firearm, and use of self-defense tactics. On a daily basis, these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing federal offenses. Officers must also be physically fit to capably combat possible physical attacks. Therefore, these positions are classified as hazardous duty positions covered under law enforcement officer retirement.

First time appointees to positions covered under law enforcement officer retirement provisions must **not** have reached their **37th** birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law-enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement. **Therefore applicants who wish to be considered for hazardous duty as a U.S. Probation Officer must disclose their date of birth for verification that they meet the above stated age requirement.**

- a. Please enter your date of birth: __ __ / __ __ / __ __ __ __
- b. Do you have a valid driver's license? Yes No Driver's License Number _____
Has your driver's license ever been suspended or revoked? Yes No
If yes, please explain _____
- Do you own a car? Yes No
- c. Have you, any your family members, friends, or close associates ever been arrested or convicted of a crime? _____
 If yes, explain: _____

d. Special Skills:

_____ WPM Please list any computer software programs in which you are proficient.
 Typing Speed _____

e. Licenses or Certificates: List licenses or certificates relevant to the job for which you are applying (use additional sheets if necessary):

Licence or Certificate	Date Issued/ Date Expires	State or Licensing Agency

f. Foreign Languages: *(Please check your level of proficiency in each section)*

Language	Speak & Understand	Write & Translate	Read & Translate
1.	<input type="checkbox"/> Fluently <input type="checkbox"/> Passably	<input type="checkbox"/> Fluently <input type="checkbox"/> With Difficulty	<input type="checkbox"/> Fluently <input type="checkbox"/> With Difficulty
2.	<input type="checkbox"/> Fluently <input type="checkbox"/> Passably	<input type="checkbox"/> Fluently <input type="checkbox"/> With Difficulty	<input type="checkbox"/> Fluently <input type="checkbox"/> With Difficulty

g. Military Service:

Are you registered with the Selective Service System? Yes No

h. Job Requirements:

May we contact your present employer? Yes No

Supervisor's Name: _____ Phone Number: (____) _____

Business Name: _____ Business Address: _____

When will you be available for employment? _____

Are you willing to relocate within South Florida? Yes No

Locations: Key West, Miami, Ft. Lauderdale, West Palm Beach, Ft. Pierce

Please list your preference(s): _____

i. Activities, Awards, and Achievements

Give the title and year of any honors, awards, and fellowships you have received. List your special qualifications, skills and accomplishments that are relevant to the position for which you are applying. List membership in professional societies.

j. Additional Information: List any other information you would like considered.

Return to:
HUMAN RESOURCES ADMINISTRATION
UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA
400 North Miami Avenue, Room 8s47
Miami, Florida 33128-7717