



DAVIESS COUNTY DETENTION CENTER

APPLICATION FOR EMPLOYMENT

Daviess County Detention Center (DCDC) is an equal opportunity employer and will provide employment, training, compensation, promotion and other conditions of employment based on qualifications without regard to race, color, religion, national origin, sex, age, marital or veteran status, the presence of non-job-related disability or any other legally protected status.

(Please print)

_____	_____	_____	_____
Last Name,	First Name	MI	Date of Application
Preferred Name _____	Maiden Name _____		
Street Address _____		City _____	State _____ Zip Code _____
Cell phone number _____	Social Security No. _____		
Telephone number _____	E-mail address _____		
How did you find out about job openings at DCDC? _____			

JOB INTERESTS

Position _____ Deputy Jailer _____ Control Room Operator _____ Administration Staff

Type of employment _____ Full time _____ Part time

Currently employed _____ Yes _____ No

Date available _____

EDUCATION AND TRAINING

	<u>Address</u>	<u>Degree</u>	<u>Grade Completed</u>
High school _____			
College _____			
Graduate school _____			
Apprentice, business, technical, military or vocational school _____			
Other training or skills, for example, able to operate office or factory machines / equipment, attended special courses, received military training, etc. _____			

Describe any honors received _____

OTHER JOB-RELATED ACTIVITIES

List professional, trade, business or civic activities and offices held. May exclude membership which would reveal sex, religion, national origin, age, ancestry or other protected status. _____

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. _____

MILITARY

Have you served in the military? Yes _____ No _____ Branch of service _____

Final rank _____ Type of discharge _____

EMPLOYMENT HISTORY

Start with the present or last job and provide a complete job history. It is suggested to submit a resume with the application to provide further details.

Employer _____ Dates worked From _____ To _____
Address _____ Starting salary \$ _____ Per _____
Job title _____ Final salary \$ _____ Per _____
Supervisor _____ Phone number _____
Reason for leaving _____ May we contact? Yes _____ No _____

Employer _____ Dates worked From _____ To _____
Address _____ Starting salary \$ _____ Per _____
Job title _____ Final salary \$ _____ Per _____
Supervisor _____ Phone number _____
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Address _____ Starting salary \$ _____ Per _____
Job title _____ Final salary \$ _____ Per _____
Supervisor _____ Phone number _____
Reason for leaving _____ May we contact? Yes _____ No _____

GAPS IN EMPLOYMENT

Explain, if any _____

REFERENCES

Give name, phone number and the best time to contact five people who can provide a personal reference. Do not use relatives or previous employers.

1. _____
2. _____
3. _____
4. _____
5. _____

Do you know anyone who works at DCDC? _____ No _____ Yes

If yes, list name(s) _____

ELIGIBILITY

YES NO

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Are you at least 21 years old? |
| _____ | _____ | 2. Do you have a valid driver's license? |
| _____ | _____ | 3. Do you have a high school or GED diploma? |
| _____ | _____ | 4. Do you have a Social Security card? |
| _____ | _____ | 5. Are you legally eligible for employment in the U.S.? |
| _____ | _____ | 6. Can you provide documentation verifying your eligibility? |
| _____ | _____ | 7. Are you able to perform the essential duties and responsibilities of the position for which you are applying with or without accommodation? |
| _____ | _____ | 8. Since the age of 18, have you ever been convicted of a felony? |
| _____ | _____ | 9. If yes, please give dates, charges and an explanation _____ |

PREA QUESTIONS 115.17

NO YES

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? 115.17(a)(1) |
| _____ | _____ | 2. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse? 115.17(a)(2) |
| _____ | _____ | 3. Have you ever been civilly or administratively adjudicated to have engaged in the activity described in question #2 of this section? 115.17(a)(3) |
| _____ | _____ | 4. Have you ever been involved in any incidents of sexual harassment? 115.17(b) |
| _____ | _____ | 5. Do you understand that you have a continuing affirmative duty to disclose any such misconduct? 115.17(f) |
| _____ | _____ | 6. Do you understand that any material omissions regarding such misconduct, or the provision of materially false information, shall be grounds for termination? 115.17(g) |

Applicant's Signature

Date

EMPLOYMENT INFORMATION

**PRE-EMPLOYMENT
CONDITIONS**All Applicants Must:

Be at least 21 years old
Have a valid driver's license
Have a high school or GED diploma
Have a social security card
Pass a drug screen
Pass a physical
Pass a criminal background check
Pass a driving record check
Pass a personal / employment reference check

Deputy Jailer Applicants Must Also:

Agree to receive Taser exposure
Agree to receive Pepper Spray exposure
Pass weapons training
Be available to work all shifts

WAGES

Deputy Jailer	\$16	2 nd and 3 rd shifts – hourly
	\$33,280	Full time – annual
	\$14	Part time – hourly
Control Room Operator and Administration Staff	\$13	2 nd and 3 rd shifts – hourly
	\$27,040	Full time – annual
	\$12	Part time – hourly

BENEFITS**FULL-TIME STAFF**

Health insurance – 85% of premium provided
Retirement – Hazardous / non-hazardous provided
Retirement – 401k available
Dental insurance – Paid by employee at group rate
Uniforms provided

TRAINING

80 hours orientation training
Field training program
24 hours annual training

Applicant's Signature

Date

APPLICANT'S STATEMENT

1. I agree to submit to and pass a post-offer pre-employment drug screen and physical, a re-examination when required and to authorize the release of any medical information to DCDC. I also agree to submit to random drug testing on a mandatory basis.
2. I understand that if accepted for employment, the offer does not constitute an employment contract, expressed or implied, and that employment and compensation may be terminated at any time by DCDC or me.
3. I authorize all persons, schools, current employer, previous employers and organizations named in this application / resume to provide DCDC with any relevant information that may be required to arrive at an employment decision.
4. I authorize DCDC to conduct an NCIC background check, investigate my driving record, criminal history and any other pertinent information that is necessary to arrive at an employment decision.
5. I agree to cooperate with the investigator during the background checks and release those parties supplying information to DCDC from all liability or responsibility regarding such information. I authorize DCDC to contact any and all personal and previous employment references I provide and other persons deemed appropriate by the investigator.
6. I understand that I must provide a doctor's statement indicating that I am physically fit to perform the duties of a deputy jailer.
7. I understand that all employees are subject to a six-month probationary period.
8. I understand that I must submit a copy of a high school or GED diploma.
9. I agree with DCDC to accept the provisions of the Workers' Compensation Laws.
10. I agree to abide by the policies, procedures and directives of DCDC. I acknowledge that such policies, procedures and directives may be changed at any time without prior notice to me.
11. I understand that if I provide any false information during the hiring process that I may be immediately disqualified as a candidate for hire and may be immediately discharged if I am already employed.

Applicant's Signature

Date