



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, 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 _____ Email Address _____
 How did you find out about job openings at DCDC? _____

JOB INTERESTS

Position _____ Deputy Jailer _____ Control Room Operator _____ Administrative 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 that 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 present or last job and provide a complete job history. It is suggested to submit a resume with 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 _____

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Reason for leaving _____ May we contact? Yes _____ No _____

GAPS IN EMPLOYMENT

Explain, if any _____

REFERENCES

Give name, daytime phone number and 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

| <u>YES</u> | <u>NO</u> | | |
|------------|-----------|--------------------------------|---|
| _____ | _____ | 1. 21 Years Old | Are you at least 21 years old? |
| _____ | _____ | 2. Diploma | Do you have a high school or GED diploma? |
| _____ | _____ | 3. Driver's License | Do you have a valid driver's license? |
| _____ | _____ | 4. Perform Duties | Are you able to perform essential duties/responsibilities of position applying for with or without accommodation? |
| _____ | _____ | 5. Social Security Card | Do you have a Social Security card? |
| _____ | _____ | 6. US Employment | Do you have documentation verifying your eligibility for employment in the US? |
| _____ | _____ | 7. Felony Conviction | Since age of 18, have you ever been convicted of a felony? If yes, please give dates, charges, explanation _____ |

PREA QUESTIONS 115.17

| <u>NO</u> | <u>YES</u> | | |
|-----------|------------|-----------------------------|--|
| _____ | _____ | 1. Sexual Abuse | 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. Convicted | 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 victim did not consent or was unable to consent or refuse? 115.17(a)(2) |
| _____ | _____ | 3. Adjudicated | Have you ever been civilly or administratively adjudicated to have engaged in activity described in question #2 of this section? 115.17(a)(3) |
| _____ | _____ | 4. Sexual Harassment | Have you ever been involved in any incidents of sexual harassment? 115.17(b) |
| _____ | _____ | 5. Duty to Disclose | Do you understand that you have a continuing affirmative duty to disclose any such misconduct? 115.17(f) |
| _____ | _____ | 6. False Information | Do you understand that any material omissions regarding such misconduct, or provision of materially false information, shall be grounds for termination? 115.17(g) |

Applicant's Signature

Date

APPLICANT'S STATEMENT

1. **Background Checks** – 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.
2. **Drug Screen** – I understand that I must pass a post-offer, pre-employment drug screen and any random drug tests on a mandatory basis.
3. **Employment Contract** – 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.
4. **False Information** – I understand that if I provide any false information during the hiring process I may be immediately disqualified as a candidate for hire and may be immediately discharged if I am already employed.
5. **Liability** – 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.
6. **Medical Release** – I authorize the release of any medical information to DCDC regarding drug and physical exam results.
7. **Physical Exams** – I understand that I must pass a post-offer, pre-employment exam and any required additional exams, stating that I am physically fit to perform the duties of a deputy jailer.
8. **Policies and Procedures** – I agree to abide by the policies, procedures and directives of DCDC. I understand that such policies, procedures and directives may be changed at any time without prior notice to me.
9. **Probationary Period** – I understand that all employees are subject to a six-month probationary period.
10. **References** – I authorize DCDC to contact all persons listed on my application or resume. I also authorize all persons, schools, current employer, previous employers and organizations named to provide DCDC with any relevant information that may be required to arrive at an employment decision.
11. **Shift Assignments** – I understand that security deputies must be available to work all shifts.
12. **Workers' Compensation Laws** – I agree with DCDC to accept the provisions of the Workers' Compensation Laws.

Applicant's Signature

Date

EMPLOYMENT INFORMATION

Wages

| <i>Hourly</i> | <i>Annual</i> | |
|----------------|---------------|--|
| \$19.00 | \$39,520 | 2 nd / 3 rd shifts – Security deputy |
| \$18.00 | \$37,440 | 1 st shift – Security deputy |
| \$16.50 | \$34,320 | 2 nd / 3 rd shifts – Control room operator |
| \$15.50 | \$32,240 | 1 st shift – Control room operator/admin staff |
| \$1 / hr Raise | | Eligible after 1 st year |
| COL Raise | | Eligible each year, if available |

Benefits – *Full-time Staff*

| | |
|-------------------|---------------------------------|
| 401k Plan | Available for participation |
| Compensatory Time | Option instead of overtime pay |
| Gym Membership | Eligible for fee reimbursement |
| Holiday Pay | Double-time wages |
| Retirement Plan | Employer/employee contributions |
| Sick Leave | Eligible for monthly accrual |
| Other Benefits | |

Insurance Benefits – *Full-time Staff*

| | |
|------------------|-------------------------|
| Dental Insurance | Available for purchase |
| Health Insurance | 85% of premium provided |
| Life Insurance | \$50,000 provided |
| Vision Insurance | Available for purchase |

Training

| | |
|----------------------|--------------------|
| Annual Training | All staff – 24 hrs |
| Field Training Hours | All new deputies |
| Orientation Training | All new deputies |
| Other Training | |

Training Requirements – *Security Staff*

| |
|--------------|
| Firearms |
| Pepper Spray |
| PepperBall |
| Taser |

Applicant's Signature

Date