



# 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 _____	Email 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 \_\_\_\_\_  
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Supervisor \_\_\_\_\_ Phone number \_\_\_\_\_  
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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 \_\_\_\_\_

**GAPS IN EMPLOYMENT**

Explain, if any \_\_\_\_\_  
\_\_\_\_\_

**REFERENCES**

Give name, *daytime 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 you are applying for 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

**EMPLOYMENT CONDITIONS** Security staff must be available to work all shifts and complete training on:

1. Firearms
2. Pepper Spray
3. PepperBall
4. Taser

<b>WAGES</b>	<u>Hourly</u>	<u>Annually</u>	
	\$17.50	\$36,400	Floor deputy, full time, 2 <sup>nd</sup> and 3 <sup>rd</sup> shifts
	\$16.50	\$34,320	Floor deputy, full time, 1 <sup>st</sup> shift
	\$15.50		Floor deputy, part time
	\$14.20	\$29,536	Control room, 2 <sup>nd</sup> and 3 <sup>rd</sup> shifts
	\$13.20	\$27,456	Control room / administration, full time, 1 <sup>st</sup> shift
	\$13.20		Control room / administration, part time

**BENEFITS for FULL TIME**

- Health insurance – 85% of premium provided
- Retirement – Hazardous / non-hazardous provided
- Retirement – 401k available
- Dental insurance – Group rate available

**TRAINING**

- Orientation training – 80 hours
- Field training hours
- Annual training – 24 hours

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Applicant's Signature

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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.

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Applicant's Signature

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Date