



DAVIESS COUNTY DETENTION CENTER

An Equal Opportunity Employer

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

Name go by Maiden Name

Street Address City State Zip Code

Telephone number (s) Social Security No.

Cell phone number (s) E-mail address

How did you find out about job openings within our facility?

JOB INTERESTS

Type of employment seeking (choose one): _____ Full time _____ Part time

Position seeking (choose one or more): _____ Floor Deputy _____ Control Room _____ Administration

Date available for employment: _____

Currently employed? Yes _____ No _____

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 (factory or office machines operated, special courses, 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 _____

APPLICATION FOR EMPLOYMENT

Last Name, First MI

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. *Explain any gaps in employment in comments section.*

Employer _____ Dates worked: From _____ To _____
Address _____ Starting salary: \$ _____ Per _____
Job title _____ Final salary: \$ _____ Per _____
Supervisor/Dept. _____ 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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APPLICATION FOR EMPLOYMENT

Last Name, First MI

Gaps in employment and other comments (Explain, if any) _____

REFERENCES

Give name, *daytime telephone 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 the Daviess County Detention Center? No _____ Yes (list names) _____

YES NO

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Are you 21 years of age or older? |
| _____ | _____ | 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

YES NO

- | | | |
|-------|-------|--|
| _____ | _____ | 1. Have you engaged in sexual abuse in any previous employment? |
| _____ | _____ | 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? |
| _____ | _____ | 3. Have you been civilly or administratively adjudicated to have engaged in the activity listed above? |
| _____ | _____ | 4. Have you had any incident of sexual harassment? |
| _____ | _____ | 5. I understand that I have a continuing affirmative duty to disclose any such misconduct. |

Applicant's Signature

Date

DAVISS COUNTY DETENTION CENTER

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.

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

DAVISS COUNTY DETENTION CENTER

EMPLOYMENT INFORMATION – FULL TIME

**Pre-Employment
Conditions**

All applicants must:

- Be at least 21 years old
- Have valid driver's license
- High school or GED diploma
- Social security card
- Pass drug screen
- Pass physical
- Pass personal & employment reference checks
- Pass a criminal background check
- Pass a driving record check

Hazardous Floor Deputy Applicants must also:

- Agree to Taser impact
- Agree to Pepper Spray exposure
- Agree to PepperBall exposure
- Pass weapons training
- Able to work all shifts

**Employment
Benefits / Training**

- Health ins. - 85% premium paid by department
- Dental ins. - Paid by employee at group rate
- Retirement – Hazardous / Non-hazardous available
- Retirement – 401K Available
- Uniforms provided
- 80 hours orientation training
- Field Training Program
- 24 hours annual training
- Shift assignment will be subject to facility needs
- \$1.00 shift differential for 2nd and 3rd shifts (as indicated below)
- Opportunity for \$1.00/hour increase after 1 year

Salary

Hazardous – Deputy Jailer (Floor/Pod Deputy)	\$34,320 yearly / \$16.50 per hour
Hazardous – Deputy Jailer (2nd & 3rd shifts)	\$36,400 yearly / \$17.50 per hour
Part Time – Deputy Jailer	\$15.50 per hour
Non-Hazardous – Deputy Jailer (Control Room/Admin)	\$27,456 yearly / \$13.20 per hour
Non-Hazardous – Control Room (2nd & 3rd shifts)	\$29,536 yearly / \$14.20 per hour
Part Time	\$13.50 per hour

I have read and understand the information listed on this document.

Applicant's Signature

Date

Applications will be kept on file for six months