



DAVIESS COUNTY DETENTION CENTER

An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

It is the policy of the Daviess County Detention Center to 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.

(Print Only)

Date of Application

Last Name

First Name

Initial

Name go by _____

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 _____ Admin/Clerical

Date available for employment: _____

Currently employed? Yes _____ No _____

EDUCATION AND TRAINING

Address Degree Grade Completed

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 _____

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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 _____
Supervisor/Dept. _____ Phone number _____
Reason for leaving _____ May we contact? Yes _____ No _____

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

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Comments (please explain any gaps in employment) _____

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

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

I understand that any false information made by me on this application, or any supplement document, will be sufficient grounds for immediate discharge if I am employed. I understand I must also complete the “applicant’s statement” listed on the reverse side.

Applicant’s signature

Date

Applications will be kept on file for six months.

COMPLETE THE “APPLICANT’S STATEMENT” ON THE REVERSE SIDE

DAVISS COUNTY DETENTION CENTER

APPLICANT'S STATEMENT

I agree to submit to and satisfactory pass a post-offer, pre-employment drug screen by a qualified party of the detention center's choosing, a post-offer physical, to submit to reexamination when required, and to authorize the release of any medical information to the Daviess County Detention Center. I also agree to submit to random drug testing on a mandatory basis.

I understand, if accepted for employment, that this application does not constitute an employment contract, expressed or implied. An individual's employment and compensation can be terminated at any time at the option of either the Daviess County Detention Center or the employee.

I authorize all persons, schools, current employer, previous employers and organizations named in this application (and accompanying resume, if any) to provide the Daviess County Detention Center with any relevant information that may be required to arrive at an employment decision. I authorize the detention center to conduct an NCIC background check and investigate my driving record, criminal history and any other pertinent information as is necessary to arrive at an employment decision, in accordance with applicable detention center policy, procedure and law. I agree to cooperate in such investigations and release those parties supplying such information to the detention center from all liability or responsibility with respect to information supplied. I authorize the detention center to contact any and all personal and previous employment references I provide. I understand that I have the opportunity to receive certification for OC Pepper Spray and understand that to receive certification I must be exposed to the OC Pepper Spray. I understand that I must provide a doctor's statement indicating that I am physically fit to perform the duties of a deputy jailer. I understand that all employees are subject to a six-month probationary period. I understand that I must submit a copy of a high school or GED diploma. I agree with the Daviess County Detention Center to accept the provisions of the Workers' Compensation Laws.

I agree to abide by the policies, procedures and directives of the employer. I acknowledge that such policies, procedures and directives may be changed, interpreted, withdrawn, or added to by the employer at any time, at the employer's sole option and without any prior notice to me.

I understand that any false answers or statements made by me on this application, statement, or any supplement in connection with the above mentioned investigations, will be sufficient grounds for immediate discontinuation of consideration for employment, and immediate discharge, if I am employed.

Applicant's signature

Date

DAVIESS COUNTY DETENTION CENTER
EMPLOYMENT INFORMATION

**Pre-Employment
 Conditions**

- Must be at least 21 years old
- Valid driver's license
- High school or GED diploma
- Social security card
- Pass drug screen
- Pass complete physical
- Personal and employment reference checks
- Criminal background check
- Driving record check
- OC Pepper spray exposure
- No beard or goatee

The Daviess County Detention Center uniform policy prohibits the wearing of beards or goatees. Mustaches must be neatly trimmed and not extend past the corners of the mouth. Side burns shall be neatly trimmed and not extend past the middle of the ear. Hair coloring must appear natural. Are you willing to meet these requirements?

_____ Yes _____ No

All floor deputies are required to be certified to carry pepper spray. All candidates must be exposed to pepper spray, which may cause an extreme reaction. Decontamination assistance will be provided immediately. If not sprayed, candidate will not be eligible for a floor deputy's position. Are you willing to meet this requirement?

_____ Yes _____ No

Department Information

<u>BUILDING</u>	<u>BED SPACE</u>	<u>CLASSIFICATION</u>
Building 1 Main Jail	482	All custody levels – Male/Female
Building 2 Medium Security	58	Medium security level – Male
Building 3 Community Service Ctr	120	Minimum security level – Male
Building 4 Substance Abuse Program Center	<u>35</u>	Minimum security level – Male
TOTAL BEDS	<u>695</u>	

**Part Time
 Employment**

- \$9.25 – 9.50 per hour
- Employees scheduled as needed
- Uniforms are provided
- No other benefits
- Shift assignment will be subject to the needs of the facility
- Need a supervisor's recommendation for full-time position
- 40 hours orientation training
- 80 hours with field training officer
- 16 hours annual training

**Non-Hazardous
 Full Time**

	<u>ANNUAL</u>	<u>HOURLY</u>	<u>BENEFITS</u>
Starting salary	\$19,740	\$ 9.49	Health ins. - 85% premium paid by dept
* 6 months	\$20,740	\$ 9.97	Dental ins. - Paid by employee at group rate
* 1 year	\$22,240	\$10.69	Retirement – Non-hazardous available

**Hazardous
 Full Time**

Starting salary	\$25,500	\$12.26	Health ins. - 85% premium paid by dept
* 6 months	\$26,000	\$12.50	Dental ins. - Paid by employee at group rate
* 1 year	\$27,000	\$12.98	Retirement – Hazardous available

*Raises are contingent on performance.

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

 Applicant's Signature

 Date

All applicants interviewed will be notified when the committee has made a hiring decision.