



INFORMATION FOR EMPLOYMENT DEPUTY JAILER

PURPOSE AND USE

The principle purpose of the enclosed forms is to collect information needed to determine qualifications, suitability and availability of applicants for employment as a Deputy Jailer. Your completed form may be used to examine and/or assess your qualifications and contact you concerning availability and/or interview.

EFFECTS OF NONDISCLOSURE

Because the employment information forms request both optional (other skills, training, social security number, etc) and mandatory data (qualifications and biographical information, etc), it is in your best interest to answer all questions. Omission of information may also be grounds for not employing you, or for dismissal. All statements are subject to investigation, including a check of finger print, police records, and former employers. All information given will be considered in reviewing your application.

NOTICE

Incomplete information may result in a delay in the processing of your application.



DEPUTY JAILER JOB DESCRIPTION

Position Summary

Responsible for the care and custody of offenders in accordance with Kentucky Reform Statutes and Meade County Detention Center Policies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Maintain discipline over offenders; admit and book offenders into the Detention Center; escort offenders to and from court or other required appointments; assist in the cleaning and sanitation of the Detention Center; keep records and make reports verbally and in writing. Under supervision, this position also supports the department by performing other work as assigned. This position requires shift work including nights, weekends, and holidays and is subject to call back with 24 hours if the needs of the facility require it.

QUALIFICATIONS

To perform this job successfully, individuals must be able to perform each essential duty with ease. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION / EXPERIENCE

Applicants must possess a high School Diploma or equivalent or any combination of training and experience which provides the required knowledge, skills and abilities. Must be at least 21 years of age and possess a valid Kentucky Driver's License. Felony or misdemeanor convictions, excluding traffic violations and/or minor convictions, may be used as a basis for denial of employment at the Jailer's discretion.

All applicants are subject to an extensive background check, pre-employment drug screen, and may be required to undergo psychological and/or other pre-employment testing. In addition, applicants must possess a high degree of integrity and be a sober, orderly and law-abiding citizen. Applicants may be submitted to random drug screenings, at any time, before and/or during employment. Individuals with histories of assault and/or sexual abuse will not be eligible for employment consideration.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where some standardization exists. Ability to interpret a variety of instructions furnished in written, verbal, diagram or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, deputies are regularly required to use hands to search and restrain. Deputies walk continuously throughout the detention center. Deputies must regularly deal with offenders and therefore must have the strength and physical ability to deal with situations effectively. Additionally, employees must have the strength and agility found at the level of medium work (exerting 20 to 50 pounds of force) with occasionally very heavy work (exerting in excess of 100 pounds of force).



Meade County Detention Center Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Date of Birth: _____

Position Applied For: _____ Desired Salary: \$ _____ Desired Shift (Days or Nights): _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO If yes, explain: _____

Have you had any auto accidents in the last three years? How many? _____ YES NO Are you willing and able to work weekends, YES NO
holidays or overtime as needed?

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____