

INFORMATION FOR EMPLOYMENT DEPUTY JAILER

PURPOSE AND USE

The principle purpose of the information 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, rate 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 an item means you may not receive full consideration for a position. Omission of information may also be grounds for not employing you, or for dismissing you after you begin work. All statements are subject to investigation, including a check of your finger prints, police records and former employers. All information you give will be considered in reviewing your application.

NOTICE

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

Woodford County Detention Center

Michele S. Rankin, Jailer 204 Beasley Drive-Versailles, KY 40383-Office 859-873-3196-Fax 859-873-1014



DEPUTY JAILER JOB DESCRIPTION

Position Summary

Responsible for the care and custody of inmates in accordance with statutory and Woodford County Detention Center requirements.

Essential Duties and Responsibilities

Maintain discipline over inmates; admittance and booking of inmates to Detention Center; escort inmates 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. The position requires shift work including nights, weekends and holidays and is subject to call back within 24 hours if the needs of the facility require it.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactory. 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 the essential functions.

Education/Experience

Completion of a high school education or equivalent; or any equivalent 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.

Must not have been convicted of a felony or misdemeanor, excluding traffic violations and/or minor convictions. It is at the discretion of the Jailer as to whether such violations and/or convictions are related to the job and are a basis for rejection of an employment application.

Subject to an extensive background check. May be required to undergo psychological and/or other pre-employment testing. In addition, he or she must possess a high degree of integrity and be a sober, order and law-abiding citizen. Individuals with histories of offenses 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to search and restrain. The employee walks continuously throughout the Detention Center. The employee must regularly deal with inmates and therefore must have the strength and physical ability to deal with them effectively. Additionally, the employee must have the strength and agility found at the level of medium work (exerting 20-50 pounds of force) and including occasional very heavy work (exerting in excess of 100 pounds).



Woodford County Detention Center

Employment Application

		Applicant In	formation				
Full Name:					Date	:	
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Address:	Street Address					Apartment/Unit #	
	City			S	tate	ZIP Code	
Phone:			mail				
Date Availab		cial Security No.:			Desired Salary	y: <u>\$</u>	
Position App	lied for:	YES NO				YES	NO
Are you a cit	If no, are you authorized to work in the U.S.?						
Have you ev	er worked for this company?		If yes, when	?			
Have you ev	er been convicted of a felony?	YES NO ☐ ☐ If y	es, explain o	n page 2 o	f this application	n	
		Educa	tion				
High School:	:	Address:					
From:	To:	 Did you graduate?	YES NO	Dinlor	ıa		
				Diplon	<u></u>		
From:	To:	 Did you graduate?	YES NO	Dear	ee.		
Other:		· · · · · · · · · · · · · · · · · · ·		9.			
From:	To:	Did you graduate?	YES NO	Degr	ee:		
		Previous Em	nployment				
Company:			· · · · · · · · · · · · · · · · · · ·		Phone:		
Address:							
Job Title:			lary: \$			ary: \$	
Responsibilit			, <u></u>		5	, <u></u>	
From:	To:		Reason for				
May we cont	act your previous supervisor for	r a reference?	YES	NO			
Company:					Phone:		
Address:					Supervisor:		
Job Title:		Starting Sa	ılary: \$		Ending Sal	ary: \$	
Responsibilit							
From:	To:						
May we cont	act your previous supervisor for	a reference?	YES	NO			

Company:			Phone:		
Address:			Cupaniaan		
Job Title:	Starting	g Salary: \$	Ending Salary:		
From:	To:	Reason for Leaving: YES NO	:		
May we contact your previ	ous supervisor for a reference?				
	Militar	ry Service			
Branch:		From	: To:		
Rank at Discharge:		_ Type of Discharge	:		
f other than honorable, ex	plain:				
Hove you over hear are a		ırt Data	ag parking tigkete? Vec. No.		
Have you ever been arrest If yes, please explain:	ed or charged with any violation inc	_			
Date	Location/Court	Charge	Disposition		
-					
		S NO			
Do you have a valid driver'] □ Driv ES NO	ver's License No		
Have you ever had your dr			es, explain:		
	Financ	cial Status			
What is your present appua	l income?				
			YES NO		
o you have any sources of	f income other than your salary or th YE				
lave you ever filed bankrup					
) h	6 in a constant of the constan				
o you have any sources of alary or that of your spouse		NO			
	Refe	erences			
Please list three profession					
Full Name:			Relationship:		
Company:			Phone:		
. ,		<u> </u>	i none.		
Address:					
Full Name:			Relationship:		
Company:			Phone:		
Address:					
, iddi 000.					
Full Name:			Relationship:		
Company:			Phone:		

Disclaimer and Sign	nature
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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: PREA (Prison Rape Elimination Act PREA (Prison Rape Elimination Act Standard 115.17 Have you engaged in sexual abuse and/or sexual misconduct in any previous jobs or in the community? YES NO YES NO Have you been convicted of engaging in sexual abuse and/or sexual misconduct? Have you ever received an administrative or civil punishment for your role in the activity described above? 3. YES If yes, to any of the above questions, please provide dates, allegations, charges and details of these incidents: Authority to Release Information , have applied for employment with the Woodford County Detention center and request that they are provided access, pertinent to their investigation, into all personal records which may be of interest to them. This authorization includes, but is not limited to, background, educational, employment, medical and credit histories, whether privileged or not. This document is executed in consideration of the Jailer considering my application and shall serve as a release of liability to all parties furnishing such information to the Detention Center and their authorized agents. Confidentiality of Information I recognize that the Woodford County Detention Center's right to treat, at its discretion, certain sources of information as Confidential and to withhold from me or my agent the names of such sources and information obtained thereof. Print/Type Name Social Security Number_____ Address Date of Birth:

Date:

Signature: