

Daviess / Dekalb County Regional Jail
APPLICATION PROCESS

ALL APPLICANTS MUST PROVIDE TWO TYPES OF IDENTIFICATION AT THE TIME APPLICATION IS TURNED IN ALONG WITH A COPY OF THEIR HIGH SCHOOL DIPLOMA OR EQUIVALENT .

DAVISS / DEKALB COUNTY REGIONAL JAIL

APPLICATION FOR EMPLOYMENT

APPLICANTS ARE CONSIDERED FOR ALL POSITIONS WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, MARITAL STATUS, OR THE PRESENCE OF A NON-JOB-RELATED MEDICAL CONDITION OR HANDICAP.

Date of Application _____

PLEASE PRINT ALL INFORMATION REQUESTED

Position(s) applied for _____
Referral Source: Advertisement Friend Relative Employment Agency

 Other _____

Name: _____
(MI) (Last) (First)

Address: _____
(NO. Street) (City) (State) (Zip)

Phone: _____ SS# _____ DOB: _____

If presently employed and are under the age of 18, can you furnish a work permit? Yes NO

Have you filed an application here before? Yes No
If so, when? _____

Are you employed now? Yes No

If so, may we contact your employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status?
 Yes No (Proof of Citizenship or Immigration Status may be required upon employment.)

Have you ever been convicted of / charged with a felony? Yes No

On what date would you be available for work? _____

Are you available to work: Full Time Part-time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

AN EQUAL OPPORTUNITY EMPLOYER

Are you a Veteran of the U.S. Military? ___ Yes ___ No

Please indicate any foreign language(s) that you may possess knowledge of:

Speak: _____ Write: _____ Read: _____
Speak: _____ Write: _____ Read: _____

List professional, trade, business, or civic activities and offices held (exclude those which indicate race, color, religion, sex or national origin): _____

Give name, address and telephone number of three references who are not related to you and are not previous employers: _____

Special Employment Notice to Disabled Veterans, Vietnam Era Veterans and Individuals with Physical or Mental Handicaps:

Government contractors are subject to Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect any consideration you may receive for employment.

If you wish to be so identified, please indicate and sign below.

___ Handicapped individual ___ Disabled Veteran ___ Vietnam Era Veteran

Signature of applicant _____

Employment Experience

Start with your present or latest job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

1. Employer: _____
Address: _____
Job Title: _____ Salary / Hourly wage: _____
Supervisor: _____ Employed From: _____ to _____
Reason For Leaving: _____
Duties Performed: _____

2. Employer: _____
Address: _____
Job Title: _____ Salary / Hourly wage: _____
Supervisor: _____ Employed From: _____ to _____
Reason for leaving: _____
Duties Performed: _____

3. Employer: _____
Address: _____
Job Title: _____ Salary / Hourly
wage: _____
Supervisor: _____ Employed From _____ to _____
Reason for leaving: _____
Duties Performed: _____

(if you need additional space, use a separate sheet of paper)

Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience. _____
