



BRUCE TODD
Henderson County Jailer

P.O. Box 1350
Henderson, KY 42419

Phone: 270-827-5560
btodd@hendersonky.us
www.hendersoncountydentention.com

Henderson 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
- Good Health (must be able to go up and down stairs)
- Personal and employment reference checks
- Criminal / Driving background check
- Pass Drug Screen
- OC Pepper spray exposure

Requirements if Employed:

- At will employment
- Drug tested
- Required to follow all policies and procedures
- Enforcement application
- Required to work weekends
- Required to work all shifts
- Required to have a valid driver's license
- Computer experience preferred but not required
- 90 day probationary period which may be extended
- Employee will take a polygraph test upon request during employment
- All floor deputies are required to be certified to carry pepper spray which will require the employee to be exposed to the pepper spray during certification
- ***AGREE TO BE LIABLE FOR ANY COSTS OF ATTORNEY'S FEES REASONABLY INCURRED FOR THE REIMBURSEMENT OF TRAINING EXPENSES, UNIFORMS, AND REPLACEMENT COSTS IN THE AMOUNT OF \$1815.00 IF EMPLOYED FOR LESS THAN ONE YEAR.***

Employee Benefits:

- May advance in promotional system
- Required uniforms furnished
- Henderson County participates in Kentucky State County Employee Retirement System
- Life Insurance: \$30,000 policy, premiums paid by the county
- Accrue one half (1/2) sick day per month
- Earn 80 hours of vacation per year (after one year of service)
- Health Insurance: County Contributes approximately 75% toward monthly premium
- Deferred Compensation Plan

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

Applicant's Signature

Date



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APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

It is the policy of the Henderson County Detention Center to provide employment, training, and promotion opportunities 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 Middle Initial
Street Address City State Zip Code
Telephone number (s) (home) (cell)
E-mail address

JOB INTERESTS

Type of employment seeking (choose one): Full time Part time
Position desired: Date available for employment: Salary Desired:
Currently employed? Yes No If yes, may we inquire of your present employer? Yes No
Ever applied to HCDC before? Yes No When:
Ever worked for HCDC before? Yes No When:
Reason for leaving?
Name of last supervisor at HCDC.

EDUCATION AND TRAINING

Table with 4 columns: Level, Name and Address of School, Grade Completed, Degree. Rows include High School, College, Vocational/Correspondence.

Other training (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: _____ Date of Discharge: _____ Final Rank: _____

Presently serving in National Guard or Reserves: Yes No Date Obligation Ends: _____

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

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

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

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

| | | | | |
|----------|-------|---------------|------------|----------|
| Employer | _____ | Dates worked: | From _____ | To _____ |
|----------|-------|---------------|------------|----------|

Address _____

Job title _____
Supervisor/Dept. _____
Reason for leaving _____

Starting salary: \$ _____ Per _____
Final salary: \$ _____ Per _____
Phone number _____
May we contact? Yes _____ No _____

Comments (please explain any gaps in employment) _____

REFERENCES

Give name, *daytime telephone number* and the best time to contact four people who can provide a personal reference. Do not use relatives or previous employers.

1. _____
2. _____
3. _____
4. _____

Do you know anyone who works at the Henderson 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?
- _____ Since the age of 18, have you ever been convicted of a misdemeanor?
- _____ If yes, please give dates, charges and an explanation _____

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?
- _____ 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?
- _____ If yes to any of the above questions, please provide dates, allegations, charges and details of these incidents:

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.

Applicant's signature

Date

Applications will be kept on file for one year from date of application.



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APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

Name: _____

Date: _____

Are you available to work any shift any day of the week? **Yes** **No**

Where do you see yourself in the next five (5) years? _____

Write a statement on why you would be the best person to be chosen as a deputy at HCDC?

What are your strongest assets? _____

What are your weaknesses (Describe)? _____

What do you hope to accomplish with this type of career? _____

APPLICANT'S STATEMENT

I agree to submit to and satisfactory pass pre-employment drug screen by a qualified party of the detention center's choosing. 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 Henderson 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 Henderson 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 will receive certification for OC Pepper Spray and understand that to receive certification I must be exposed to the OC Pepper Spray. I understand that all employees are subject to a 90 day probationary period (which may be extended).

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 agree to conform to Henderson County Detention Center's rules and regulations, policies and procedures, I understand and agree that while employed at the Henderson County Detention Center I am not permitted to visit, converse or contract favors of any type to any inmate(s) or family member of inmate(s) incarcerated at the Henderson County Detention Center.

IF EMPLOYED FOR LESS THAN ONE YEAR, I AGREE TO BE LIABLE FOR ANY COSTS OF ATTORNEY'S FEE REASONABLY INCURRED FOR THE REIMBURSEMENT OF TRAINING EXPENSES, UNIFORMS AND REPLACEMENT COSTS IN THE AMOUNT OF \$1815.00.

| <u>Cost Analysis Associated with Employment</u> | |
|---|-------------------|
| Uniform | \$290.00 |
| Replacement Uniforms | \$290.00 |
| Training Expenses (Basic jailer, CPR, First Aid) | \$600.00 |
| Attorney Fees | \$600.00 |
| Drug Test | <u>\$ 35.00</u> |
| Total | \$1,815.00 |

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

Below for Henderson County Staff use only:

Application Received: _____
 Application Reviewed: _____
 Scheduled For Interview: _____
 NCIC Complete: _____
 Drug Screen: _____
 References Completed _____
 Applicant Contacted: _____
 Hiring Date: _____

By: _____
 With: _____

By: _____

Duty Location/ Shift Assignment: _____