

HENDERSON COUNTY DETENTION CENTER
P.O. BOX 979
Henderson, KY 42419
(270) 827-5560 FAX (270) 830-9080



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.***

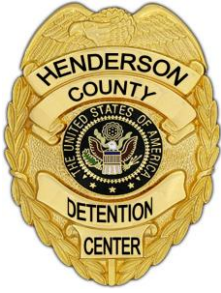
Employee Benefits:

- 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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Henderson County Detention Center

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

Level	Name and Address of School	Grade Completed	Degree
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 _____ Starting salary: \$ _____ Per _____
 _____ Final salary: \$ _____ Per _____
 Job title _____
 Supervisor/Dept. _____ Phone number _____
 Reason for leaving _____ 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) _____

<u>YES</u>	<u>NO</u>	
_____	_____	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 _____

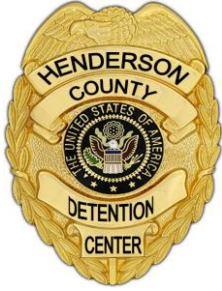
PREA (Prison Rape Elimination Act) Standard 115.17

_____	_____	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: _____
 Drug Tested: _____
 NCIC Complete: _____
 References Completed _____
 Applicant Contacted: _____
 Hiring Date: _____

By: _____
 With: _____

By: _____

Duty Location/ Shift Assignment: _____