



## **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**

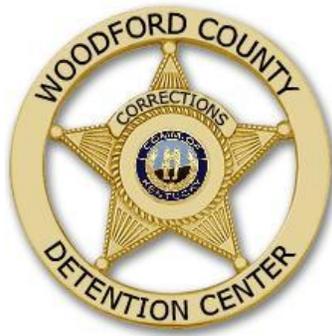
Because the employment information forms request both optional (other skills, training, social security number, etc) and mandatory data (qualifications and biographical information, etc), it is in your best interest to answer all questions. Omission of an item means you may not receive full consideration 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 satisfactorily. 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 Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*  
\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for this company?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Have you ever been convicted of a felony?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain on page 2 of this application	_____	

### 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: \_\_\_\_\_  
 YES NO  
 May we contact your previous supervisor for a reference?

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
 Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_  
 If other than honorable, explain: \_\_\_\_\_

**Court Data**

Have you ever been arrested or charged with any violation including traffic, but excluding parking tickets? Yes \_\_\_ No \_\_\_  
 If yes, please explain: \_\_\_\_\_

Date	Location/Court	Charge	Disposition

Do you have a valid driver's license? YES  NO  Driver's License No \_\_\_\_\_  
 Have you ever had your driver's license suspended? YES  NO  If yes, explain: \_\_\_\_\_

**Financial Status**

What is your present annual income? \_\_\_\_\_  
 Do you have any sources of income other than your salary or that of your spouse? YES  NO   
 Have you ever filed bankruptcy? YES  NO   
 Do you have any sources of income other than your salary or that of your spouse? YES  NO

**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: \_\_\_\_\_

**Authority to Release Information**

*I, \_\_\_\_\_, 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: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_