

WARREN COUNTY REGIONAL JAIL

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

NAME: _____
(Last) (First) (Middle)

ADDRESS: _____
(Street) (City) (State) (Zip)

PHONE NUMBER: (____) ____ - ____ ARE YOU 21 YEARS OR OLDER? Yes ____ No ____

SOCIAL SECURITY # _____ REFERRED BY: _____

Position Applying For: _____ Date Available
For Work: _____ Desired Salary: _____

Are you currently employed? Yes ____ No ____ May we contact your
Present Employer? Yes ____ No ____

HAVE YOU EVER APPLIED FOR A POSITION
AT THE WARREN COUNTY JAIL? YES ____ NO ____ When? _____

EDUCATION

HIGH SCHOOL: _____ ADDRESS: _____

YEARS ATTENDED: _____ GRADUATED: YES ____ NO ____ TYPE OF DEGREE: _____

COLLEGE: _____ ADDRESS: _____

YEARS ATTENDED: _____ GRADUATED: YES ____ NO ____ TYPE OF DEGREE: _____

Trade, Business or Correspondence: _____ Address: _____

Years Attended : _____ Graduated: Yes ____ No ____ Type of Degree: _____

SPECIAL SKILLS, COMPUTER TRAINING, ECT.: _____

MILITARY SERVICE AND RANK: _____

Warren County is an Equal Opportunity Employer

EMPLOYMENT HISTORY- Please provide information regarding your last three employers.

1. Employer and Address: _____
Employed From: _____ To: _____ Phone #: _____ Salary: _____
Position Held: _____ Reason for Leaving: _____
Promotions Received: _____
Supervisor's Name: _____
2. Employer and Address: _____
Employed From: _____ To: _____ Phone #: _____ Salary: _____
Position Held: _____ Reason for Leaving: _____
Promotions Received: _____
Supervisor's Name: _____
3. Employer and Address: _____
Employed From: _____ To: _____ Phone #: _____ Salary: _____
Position Held: _____ Reason for Leaving: _____
Promotions Received: _____
Supervisor's Name: _____

***May we contact previous employers? YES _____ NO _____

Have you ever been convicted of a felony _____ or misdemeanor _____ charge (Not including traffic charges) with the exception of DUI charges?

REFERENCES (List Three)

1. _____
(NAME) (ADDRESS) (PHONE)
2. _____
(NAME) (ADDRESS) (PHONE)
3. _____
(NAME) (ADDRESS) (PHONE)

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QUALIFICATIONS

- High school diploma or equivalent
- 21 years old
- No serious criminal record
 - No felony convictions
 - No serious misdemeanor convictions
 - No serious misdemeanor arrests
- Good health (physical exam and blood analysis at applicant's expense) Must be able to go up And down stairs

REQUIREMENTS IF EMPLOYED

- An at-will-employee
- Drug tested
- Required to complete a 14 page law Enforcement application
- Required to work weekends
- Required to work all shifts
- Computer experience preferred, but not required
- 60 Day probationary period which may be extended
- May be asked to take a Polygraph test during employment
- **Will be required to reimburse training expenses of \$1966.77 if employed for less than one year Unless an agreement is reached with the Jailer**

JOB DESCRIPTION

- Security checks and supervision of inmates
- Assist in booking process
- Assist in supervision of inmate programs
- Assist court bailiff and transportation of inmates
- Other duties as assigned by the Jailer
- Maintain jail records
- Perform all inmate intake functions
- Perform all inmate release functions
- Perform all inmate transfer activities
- Operate security panels in all areas of the jail
- Control movements of prisoners
- Check isolation inmates every 15 minutes
- Search inmates coming from and going back to their cells
- Check complaints and answer requests
- Keep pods and work stations clean
- Maintain discipline in cells
- Have laundry picked up and returned
- Monitor inmate trustees
- Cell searches
- Make security checks of total facility
- Make necessary Headcounts
- Answer phones
- Assist public with information inquiries

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EMPLOYEE BENEFITS

- May advance in promotional system
- Uniforms furnished
- County Employee Retirement System: Maximum Benefits after 27 years
- Life Insurance: \$10,000 policy premiums paid by the county
- Earn one (1) sick day and one (1) vacation day each month
- Health Insurance: County contributes \$300 towards monthly premiums
- Flexible Spending Plan
- Deferred Compensation Plan (401k)

I consent to the release of any information for the following: Medical Records, Criminal Records, and any other records deemed necessary for employment.

I certify that the facts contained in this application are true to the best of my knowledge and belief. I understand that the employer has relied upon this information as a condition of employment and that falsified statements on this application shall be grounds for dismissal. I understand and agree that, if hired, my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause. **If employed, I further agree to be liable for any costs of attorney's fees reasonably incurred for the reimbursement of training expenses if employed for less than one year.**

Applicant's Signature:_____ **Date:**_____