**HOPKINS COUNTY JAIL**

An Equal Opportunity Employer

**APPLICATION FOR EMPLOYMENT**

It is the policy of the Hopkins County Jail to provide employment, training, compensation, promotion, and other conditions of employment 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 Initial

Street Address City State Zip Code

Primary Phone No. Alternate Phone No.

E-mail address

How did you find out about job opening?

**EDUCATION AND TRAINING** Grade

Address Degree Completed

Elementary

High School

College

Technical, military or vocational school

**OTHER ACTIVITIES**

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 of service

Final rank Type of discharge

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| Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Highest Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_  Brief Description of Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Reason for Leaving: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May We Contact: **YES** or **NO**  Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Highest Salary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_\_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_\_\_\_  Brief Description of Duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May We Contact: **YES** or **NO** |

**Employment History, beginning with the most recent**

**REFERENCES**

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

1.

2.

3.

4.

5.

Do you know anyone who works at the Hopkins County Jail? 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 Diploma or G.E.D?

\_\_\_\_\_ \_\_\_\_\_ 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 been convicted of a felony?

\_\_\_\_\_ \_\_\_\_\_ Since the age of 18, have you been convicted of a misdemeanor?

\_\_\_\_\_ \_\_\_\_\_ If yes, please give dates, charges and an explanation

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. Under the “Freedom of Information Act”, I give my permission for the Hopkins County Jail to receive a copy of my employment records retained by any of the above named employers.

**Applicant’s signature Date**

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| ***Hiring Process***   1. If your application is selected you may be contacted to schedule an interview. 2. Pre-employment Screening begins if we considered you for employment after the interview:  * NCIC background check and driver’s license check. * A copy of your driver’s license * A copy of your DD-214 if applicable. * A copy of your High School Diploma or G.E.D. * Undergo a urinalysis (drug screen). * Pass a medical examination.   *Applications will be kept on file for six months.* |