

Logan County Detention Center

Employment Application

Applications are considered for employment without regard to race, color, religion, sex, national origin, ethnicity, age, marital status, veteran status, medical condition, or disability.

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Emergency Phone Number: _____

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

Age (if under 21): _____ Date of Birth: _____

Position Applied for: _____

Type of employment desired: Full Time _____ Part Time _____ Seasonal _____

Can you travel if job requires it? (Please list any restrictions) Yes _____ No _____

Will you preform Shift Work? Yes _____ No _____

Are you on layoff or subject to recall? Yes _____ No _____

Does anyone in your family work here? If yes, list name(s), relationship(s), and department(s).

Yes _____ No _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If Yes, explain: _____

Special Considerations

Driver's License Number: _____ Name of Trade or Profession License Number: _____

List any skills and abilities that you possess that will be helpful in doing the job applied for:

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: _____

References

Please provide the name of three references, do not include relatives or previous employers:

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

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: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

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.

I authorize investigation of all statements contained in this employment application and additional job-related background investigation as may be necessary in arriving at an employment decision.

I understand that neither this document nor any verbal promises made by the employer or representative employee may be constituted as an employment contract.

I understand and acknowledge that, unless otherwise defined by law, policies and procedures, or rules and regulations, any employment relationship with this organization is an "at-will" nature, which means that either the employee or the employer may terminate the employment relationship at any time, with or without cause or advance notice.

I understand that this application is the property of the employer, and will be considered active for six months from the date I signed. I understand that this application must be signed and dated before I will receive employment considerations.

Signature: _____ Date: _____

NOTE: A resume may be attached to this application to provide additional information, but may not be substituted for a complete and signed Employment Application.

Logan County Detention Center

www.logancountydetention.com

Phone: 270.726.3696

Fax: 270.726.4676



304 West Third Street
Russellville, Kentucky 42276

Jailer Joshua D. Toomey

PREA Notice: Some jobs include direct contact with adult correctional facility inmates or juvenile detention facility residents. In compliance with the federal Prison Rape Elimination Act of 2003 (PREA), applicants for those jobs will be required to respond to questions pertaining to particular types of misconduct.

(Please circle your answer)

1. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement, juvenile facility, or any other institution? Yes or No
2. Have you ever been convicted of engaging or attempting to engage in sexual activity facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent, or was unable to consent or refuse? Yes or No
3. Have you ever been civilly or administratively adjudicated of engaging in sexual activity facilitated by force, overt or implied threats of force, coercion, or if the victim did not consent, or was unable to consent or refuse? Yes or No

I hereby swear that the answers provided are true and correct.

Signature

____/____/____
Date

Logan County Detention Center

Position Description

Class Title: Deputy Jailer
Department: Logan County Detention Center
Supervisor: Shift Supervisor
Supervises: None

Class Characteristics: Under general direction, assist with admittance of inmates; maintains custody of inmates; assist with securing and cleaning the Logan County Detention Center; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assist with admittance of inmates.
2. Maintains custody and security of inmates
3. Maintains the security of the Logan County Detention Center.
4. Answers phones, secures doors, hands out and logs the Detention Center keys.
5. Maintains and administers medication for the inmates.
6. Assures that inmates make doctor/dentist, etc. appointments and transport to/from appointments.
7. Assures that inmates receive meals.
8. Logs/searches/transport inmates.
9. Checks inmates' mail for contraband.
10. Maintains communication with family, lawyers, social workers, etc. for inmates.
11. Maintains all aspects of canteen.
12. Prepares and maintains accurate records and reports.
13. Prepares forms, work schedules, and time cards.
14. Takes mug shots, transfers to computer, enters data and files.
15. Maintains cleanliness of the Logan County Detention Center.

Non-Essential: None

Training and Experience: Graduation from high school or equivalent preferred: no previous work experience requirements. See KRS 441.115 for additional requirements.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of federal, state and local laws and administrative regulations governing the maintenance of jail facilities and care and treatment of inmates.
2. Knowledge of the rules concerning the maintenance of jail security.
3. Knowledge of Kentucky State Standards.
4. Knowledge of the Logan County Detention Center policies and procedures.
5. Knowledge of all functions of the Control Room and its manual.
6. Knowledge of all jail operations.
7. Knowledge of modern office equipment, practices, and procedures.

Skills:

1. Skills in documentation of the Logan County Detention Center's logs.
2. Skills in oral and written communication.

Abilities:

1. Ability to handle multi-line telephone.
2. Ability to communicate with inmates.
3. Ability to give concise orders and directions.
4. Ability to exercise initiative and judgment.
5. Ability to maintain discipline and order in the Logan County Detention Center.
6. Ability to establish and maintain effective working relationship with other employees, officials, inmates, and the general public.
7. Ability to be patient.
8. Ability to be a good listener.
9. Ability to make firm decisions.

Additional Information

Instructions: Somewhat general; many aspects of the work are covered specifically, but also must use own judgement.

Processes: Work varies slightly seldom required to take different, new, or unusual approaches in completing the work.