



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

Address

Degree

Grade 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 _____

Employment History, beginning with the most recent

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: _____

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: _____

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: _____

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: _____

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: _____

Reason for Leaving: _____ May We Contact: **YES** or **NO**

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

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.