



Tri-County Regional Jail

4099 State Route 559

Mechanicsburg, Ohio 43044

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Application for Employment

The Tri-County Regional Jail is an Equal Employment Opportunity Employer and it is the policy of this agency to take affirmative action in accordance with all applicable federal and state laws, rules, regulations, and guidelines. Discrimination against employees and applicants due to race, color, religion, national origin, sex (including sexual harassment and sexual orientation), disability, age (40 years and more), and veterans' status is not permitted.

Date of Application: _____

For Administrative Use
Date of interview: _____
Interviewed by: _____

Section 1A: Personal Information and Data

Last Name: _____ First Name: _____ Middle Name: _____

Home Address: _____

City: _____ State: _____ County: _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ E-Mail Address: _____

Social Security Number: _____

Physical Description: Height: _____ Weight: _____ Eyes: _____ Hair: _____

Location of Scars, Marks or Tattoos: _____

List any alias or any other names you have used: _____

Are you prevented from lawfully becoming employed in the United States due to Visa or Immigration status? Yes No

Are you a citizen of the United States?: Yes No

Are you available to work weekends, holidays and rotating shifts? Yes No

Are you currently laid off or subject to recall? Yes No

Have you ever applied with the Tri-County Regional Jail before? Yes No, if so when? _____

Check which status you are applying for: Part Time Full Time Internship Volunteer

When will you be available to start work if offered a position? _____

Employment Policies

It is the firm policy of the Tri-County Regional Jail to maintain a working atmosphere free of any discrimination on the basis of race, sex, religion, and national origin. Discriminatory harassment, intimidation, or insult of staff, inmates, or visitors to the Jail will subject an employee to disciplinary action. The ability and willingness of an employee to abide by this policy and to refrain from any such actions are essential requirements for employment. The employee's performance with respect to this policy will be evaluated regularly as a major criterion for determining retention and promotion.

Applicants will be evaluated on their total background including experience, education, awards, training, and self-development as it relates to the position.

The Tri-County Regional Jail has a bona fide occupational qualification (BFOQ) requirement for gender requiring a sufficient number of male and female Correction Officers on-duty and available to perform sensitive functions and procedures as necessary by prisoner gender.

Part-time employees work at the discretion of the Executive Director on an as needed basis and therefore are not guaranteed to receive hours during a workweek. In addition to providing extra support, they are utilized to fill vacancies or shift shortages created by full-time staff. I.e. extended sick leave, training, vacation, personal leave, FMLA, injury leave, or other unusual situations. When needed, part-time employees may not receive hours in excess of thirty two (32) a week. They also must be able to work any shift; in addition they may not have consecutive days off.

Each newly hired full time employee entering employment shall be required to successfully complete a probationary period of one (1) year, beginning with the effective date of employment.

Each employee promoted within the agency shall be required to successfully complete a probationary period of six (6) months, beginning with the effective date of promotion.

Employment Applications will remain active for six (6) months, if you are not selected for an interview within that time you must submit another application to remain active.

Minimum Qualifications for Employment

1. High School graduate or GED equivalent;
2. Must be at least 21 years of age, of good moral character;
3. Must be a US citizen;
4. Must have a valid Ohio Driver's License;
5. Must not have been convicted of a misdemeanor involving moral character or any felony;
6. Must pass a pre-employment drug screen;
7. Possess the following job-related knowledge, skills, and abilities:
 - English Proficiency (e.g., reading, writing, speaking, listening);
 - Mental Abilities (e.g., visual observations, problem solving);
 - Personal Characteristics and Skills (e.g., interpersonal communications, dependability, integrity);
 - Physical Abilities (e.g., Must be able to: walk or stand for extended periods, run, traverse stairs and other obstacles, properly lift, perform first aid and life saving techniques, physically protect yourself and others using approved techniques, endure against hazards, bend, reach, stoop, squat, twist, and any other requirements of the employer).

Minimum Qualifications for Employment *(continued)*

8. In addition, all employees must meet job-related medical standards that will be assessed in a pre-employment medical evaluation. This evaluation considers relevant aspects of all body systems (e.g., cardiovascular, respiratory, musculoskeletal, auditory, etc.). The medical standards include but are not limited to:
 - Visual ability including two functioning eyes;
 - Near vision correctable to 20/40 or better binocular;
 - Color perception (e.g., red, green, blue, yellow, orange, purple, brown, black, white, and gray). Note: color filters (e.g., contact lenses) for enhancing color discrimination are prohibited;
 - Hearing (corrected or uncorrected) as measured by audiometer cannot exceed: a) an average hearing loss of 25 decibels (ANSI) at 500, 1000, 2000 and 3000Hz in each ear, and b) single reading of 45 decibels at 4000 and 6000 Hz in each ear;
 - Adequate joint mobility, dexterity and range of motion, strength, and stability to repeatedly stand and traverse stairs; and
 - Blood pressure not to exceed 140 / 90.
9. Must submit to and pass a background investigation, including a personal and criminal check. Note: Positions at the Tri-County Regional Jail requires you to be fingerprinted and photographed. The pre-employment background investigation must be completed with favorable results prior to a final offer of employment and cannot be initiated until submission of a completed questionnaire.
10. Must be able to speak, read and write the English language;
11. Must pass reading and writing comprehension exercise, physical fitness assessment, medical examination;
12. Successful completion of an oral interview;
13. Pass initial hiring and all training requirements including classroom training, 40-80 hours of on-the-job training, and initial certification testing.
14. Qualified Correction Officer applicants must pass the following:
 - 142 hour Ohio Peace Officers Training Course for Correctional Staff;
 - State Certified OPOTA Exam for Correction Officers;
 - An eight hour (8) course in Unarmed Self Defense, as well as, written and practical exams in its use;
 - An eight hour (8) course in Taser, as well as, written and practical exams in its use;
 - An eight hour (8) course in Adult CPR/First Aid, as well as, written and practical exams in its use.
15. To maintain employment, you must meet all qualification requirements described above. In addition, you must be able to:
 - Demonstrate daily a fitness for duty without impairment due to illegal drugs, sleep deprivation medication, or alcohol;
 - Work all of the following: Part-time (16-32) hours per week *(for new Correction Officers only)*. Work hours consists of shift-work on any day from Saturday through Friday, which may include irregular hours, nights, holidays, overtime, extended shifts and weekend shifts, mandatory overtime and changing shifts;
 - Endure and perform in potentially stressful situations;
 - Follow directions, inspect the work environment for infringements, violations, and breeches;
 - Operate a computer, use a portable radio and other security/safety equipment as required;
 - Provide appropriate and professional supervision to incarcerated inmates;
 - Communicate with all types of personalities;
 - Pass all recurrent and specialized training and re-certification tests on a periodic basis;
 - Pass random drug screening tests.
16. Failure to meet the above requirements may result in termination of employment.

Hiring Process

- Application
- Oral Interview
- Reading and Writing Comprehension Exercise
- Background Investigation
 - Must agree to and sign a Background Investigation Release of Information form
 - ✓ Personal History Statement
 - ✓ Employment Previous/Current
 - ✓ Address verification
 - ✓ Criminal, Traffic and Civil Records Check
 - ✓ References
 - ✓ Financial/Credit History
 - ✓ Military
 - ✓ Education
 - ✓ Drivers license verification
- Medical Examination
- Must successfully pass a Pre-Employment Drug Screen.

The entire selection process may take from one to several weeks depending on operational need. During the application process, sensitive or confidential aspects of your personal life may be investigated, and your professional and personal acquaintances interviewed.

Disqualifying Criteria

All applicants are expected to meet high standards; the following occurrences in your background could result in rejection of your application. **This is not to be construed as an inclusive list of reasons for disqualification or rejection.**

- Felony conviction or felonious conduct.
- Misdemeanors: All applicants who have been convicted of a misdemeanor offense in court within five (5) years of the date of application may be disqualified. All applicants convicted of two (2) or more misdemeanors will be disqualified.
- Non-compliance to law.
- Illegal use of drugs: Any use of any prohibited substance or abuse of a controlled substance may be grounds for rejection. All applicants who have been convicted in court of the possession and/or sale of narcotics, dangerous drugs or hallucinogens or any other controlled substance or drug of abuse that relates to job performance or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified.
- Marijuana: All applicants who have been convicted in court for the sale of marijuana, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified. All applicants who have been convicted in court for the possession of marijuana may be disqualified. **All applicants who have used marijuana during the selection process will be disqualified.**
- Intemperate use of alcohol.
- Anti-social behavior.
- Poor work record.
- Poor driving record. For instance, numerous crashes or numerous convictions for moving traffic violations, or currently have six (6) or more active points on your driving record within the past two years.

Disqualifying Criteria *(continued)*

- Numerous debts or any past due child support payments which are not regularly being paid. Your background will also be considered in terms of moral character, emotional stability, and reputation in the community and your interest in serving people.
- Guns, concealed weapons and dangerous ordinance: Any applicants who have been convicted in any federal, state or municipal court of violating any gun control ordinance, carrying any concealed weapon, or possession of any dangerous ordinance, may be disqualified. Any attempt to violate any law, statue, or regulation to the above may be grounds for rejection.
- Sex Offenses and Acts of Violence: All applicants who have been convicted in court of a sex offense as defined in Chapter 2907 of the Ohio Revised Code, or an offense of causing or threatening bodily harm as defined in Chapter 2903 of the Ohio Revised Code, or an attempt, conspiracy or solicitation to commit such a criminal act, will be disqualified.
- All applicants who within five (5) years of the date of application have been discharged from previous employment for insubordination, serious misconduct on the job, unexcused absenteeism or tardiness, may be disqualified. All applicants who within the past five (5) years have been suspended, reprimanded, or disciplined for insubordination, misconduct on the job, unexcused absenteeism, tardiness, inefficiency, or neglect of duty on two (2) or more occasions, may be disqualified.
- Pilferage or theft of cash, goods, or services from a place of employment will be cause for disqualification.
- All applicants who have failed to obey or honor any judgments entered by a court of record, including, but not limited to, alimony or support payments, or have failed to pay any fine imposed by a court of record, may be disqualified.
- All applicants who have been other than honorably discharged from the United States military service for reasons that are job related may be disqualified.
- All applicants who have made any intentional false alarm to any police agency may be disqualified.
- Any applicant who is currently a member of any organization that advocates crime, violence, hatred, racism, or the overthrow of the United States government will be disqualified.
- All applicants who have made false statements regarding any material matter during the selection process or have omitted any requested material information on the questionnaire, or who have cheated during any portion of the selection process will be disqualified.

Social Security Number Notice

Social Security Numbers (SSN's) are used to match individuals with their application file. Upon appointment and pursuant to Section 5101.312 of the Ohio Revised Code and certain other laws and regulations, a request for a SSN is mandatory. Your SSN may be used for purposes including but not limited to the following: Identification of obligators under child support orders, detection of welfare fraud, processing background checks and tax information or general employee identification.

Tri-County Regional Jail Mission Statement

The purpose and mission of the Tri-County Regional Jail is to protect and serve the citizens of Champaign, Madison, and Union counties by providing a safe and secure environment for staff and inmates. Our team of skilled professional staff will provide specialized care, safe housing, and quality programming for positive growth and change. Staff will strive to maintain a good working relationship with law enforcement agencies and the courts.

Applicant Questionnaire

All questions in this application must be answered (except where optional) in order for you to be considered an applicant for employment or promotion; read each one carefully. If a question doesn't apply to you then insert N/A in the space. Please type or print all information in your own handwriting. A resume or any additional information you feel might favorably affect consideration of your application may be attached. Attach additional pages, if needed to complete an answer to any question asked below. **All applicants should provide copies of any and all certifications, licenses, diplomas, degrees, and training in which they are claiming credit for.**

This questionnaire will be used for reference by those who will be considering you for employment with the Tri-County Regional Jail. Fill it out **COMPLETELY** and **CORRECTLY**.

An extensive background investigation will be conducted into your personal history.

Any **FALSE, MISLEADING** or **INCOMPLETE** information will be grounds to **disqualify** you for employment with the Tri-County Regional Jail. Further, false or inaccurate information provided on this application may cause you to be discharged once hired by the Jail.

I have read and fully understand the above

Signature

Section 1B: Housing Information and Data

Starting with your present address, list all address you have lived at for the past ten (10) years to include any addresses while in the Military Service.

Dates:		Street Address	City	County	State	Zip Code
From	To					

Section 3: Employment History and Experience

A. Have you ever been terminated or asked to resign from any previous place of employment?

Yes No

B. Have you ever resigned from any previous place of employment pending investigation of discipline?

Yes No

C. Have you recently applied for positions with any other agency? Yes No

D. Have you ever applied with any other Law Enforcement or Correctional Agency before?

Yes No, if yes when? _____

What Agency? _____

For what position? _____

What is/was the disposition of application? _____

E. In the areas below, please list your past work experience for the past ten (10) years beginning with your most recent place of employment. List periods of school attendance, Military Service, volunteer work, and any period of unemployment; keep in proper sequence. **NOTE:** In order to be considered for employment, you must fill in the information below, accurately and completely. You may submit a resume in addition to completing this section.

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Section 3: Employment History and Experience *(continued)*

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Employer: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Reason for Leaving: _____

Job Title: _____ Job Duties: _____

Supervisor's Name: _____ Annual Salary: _____

From: ____/____/____ To: ____/____/____ May we contact this employer? Yes No

Section 4: Education and Training

A. Education : Do you have or are you? (check all that apply) Bachelor's Degree Associate's Degree
 High School Diploma G.E.D. Certificate Currently attending college

B. List all Schools or University's attended:

Name of School/University:	Address:	Years Attended:	Major/Degree/Course Work/Credit Hours:

C. Have you ever received Law Enforcement or Corrections Training before? Yes No
If yes, explain when and where: _____

D. What type? Law Enforcement Corrections

E. List any additional training received relevant to position applying for:

Subject or Title of Training:	Organization providing Training:	Credit Hours:

F. List any additional knowledge or skills:

Section 5: Law Enforcement Involvement, Civil Actions, Criminal and Arrest History

- A.** If answering yes to any of the following, supply a brief explanation as to the details of the situation on an attached sheet of paper:
1. Have the police ever been called to your home or place of residence for any reason? Yes No
 2. Have you ever had garnishment or wage assessment placed against you? Yes No
 3. Have you ever had any of your property repossessed? Yes No
 4. Have you ever filed for bankruptcy? Yes No
 5. Have you or your spouse ever been sued or summonsed to court? Yes No
 6. Have any relatives of you or your spouse been convicted or imprisoned? Yes No
 7. Have you ever been evicted from any dwelling, apartment or house? Yes No

Section 2953.32 (D2) of the Ohio Revised Code states that sealed convictions (expungements) may be inspected by a Law Enforcement Agency as part of a background investigation of an applicant for a law enforcement position. For the purposes of our background investigation, you are required to report any criminal conviction or any expungement.

- B.** Have you ever been **arrested, charged, questioned, accused, warned, detained, or convicted** for any offense or alleged **criminal or civil violation** of any village, municipal, county, state, or federal statute, ordinance, law or regulation by any law enforcement officer, criminal, civil or Military Court either in this country or any other country? Yes No, if answering yes, supply a brief explanation as to the details of the situation below. *(include any actions committed as a juvenile)*

Date:	Charge:	City/County/State:	Disposition:	Agency:

Section 6: Driving History

- A.** List all driver's or chauffer's license you hold now or have previously held. Indicate if you have ever had your license suspended or revoked

Issuing State:	Type of License:	Expiration Date:	License Number:	Suspended or Revoked:

- B.** Have you ever been sentenced to a driver improvement school? Yes No, if answering yes, when and where was the school and under what circumstances did you attend? _____
- _____
- _____
- _____

Section 8: Organizational Membership

A. Are you now, or have you ever been, a member of any foreign or domestic organization, association, movement, group, or combination of persons which totalitarian, fascist, communist, or subversive, or which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the constitution of the United States, or the State of Ohio or which seeks to alter the form of government of the United States, or the State of Ohio, by any unlawful, or unconstitutional means? Yes No

B. Have you ever participated in any demonstration, strike, picket line or delegation sponsored by any group or organization as a protest measure? Yes No, if yes explain below: _____

Section 9: Military Service

A. Are you now or have you ever been a member of the United States Military Forces? Yes No

B. What branch?

C. List Rank and type of discharge received:

D. List all Military Service Numbers:

Section 10: Personal References

A. List names, phone numbers, and relationship of three persons not related to you, who can attest to your character and qualifications:

Name:	Phone Number:	Relationship to you:

Section 11: Applicant Survey

We request the information below in order to assist our Equal Employment Opportunity efforts and will use it for statistical purposes only. Supplying this information is **voluntary** and will in no way affect the processing of your application or you being considered for employment.

How did you learn about us? (check all that apply)

- Advertisement; Name of Newspaper: _____
- Friend; Name of friend: _____
- Relative; Name of relative: _____
- Current Tri-County Regional Jail Employee; Name: _____
- Current Employer: _____
- Walk-In
- Other: _____

Section 12: Certification and Authorization for Release of Information

****Applications will not be accepted if this oath is omitted. You must personally appear before a Notary Public or other authorized official for this purpose.***

I hereby certify that all entries on this application, including attachments, are true and complete. I agree and fully understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment with the Tri-County Regional Jail. I understand that information on this application is subject to verification. I consent to references, former employers and educational institutions listed to be contacted regarding this application. I authorize investigation of my background for any criminal or unlawful activity. By the submission of this document, I hereby agree that I shall execute the employer's pre and post employment medical examination and drug testing consent forms. I recognize that my future employment with Tri-County Regional Jail will be jeopardized if I engage in substance abuse, illegal drug use, or alcohol abuse. I acknowledge that the completion of this application does not guarantee my employment, but only consideration for the position(s) stated herein. I, the undersigned, do hereby also authorize the Veterans Administration; any branch of the U.S. Military; any Governmental Agency including, but not limited to, adult and juvenile arrest and court records; Educational Institutions; Medical Doctors; Insurance Companies; State and Federal Tax Bureaus; and Credit Bureaus to furnish the Tri-County Regional Jail, with any and all available information regarding me in order that they may determine my suitability for work. Further, I understand my rights under Title 5, United States Code, Section 552a, the Privacy Act of 1974, with regard to access and disclosure of records, and I waive those rights with the understanding that information furnished will be used by the Tri-County Regional Jail in conjunction with the hiring process.

I, the undersigned, authorize the release of any records/information necessary to support/refute any item in this application whether the release of such information is public, private or of a confidential nature. Additionally, I the undersigned, authorize the Tri-County Regional Jail to make inquiry of my present and past employers regarding my employment dates, quality of work, dependability, whether I appeared for work, and eligibility for re-hire. Further, I, the undersigned, acknowledge that the Tri-County Regional Jail will be contacting references I have provided on this questionnaire, as well as the schools/post educational services I have provided.

I, the undersigned, agree to indemnify and hold harmless the person to whom this request is presented and his/her agents and employees, from and against all claims, damages, losses and expenses, including reasonable attorney's fees, arising out of or by reason of complying with this request.

Full Name _____
(Print)

Full Name _____ Date: _____
(Signed)

Subscribed and duly sworn before me according to law, by the above named applicant this _____ day of _____, 20____ at _____, County of _____ and State of _____.

Signature of Officer _____

Official Title _____

(Official Seal of Notary)

Tri-County Regional Jail

Affirmative Action/Equal Employment Opportunity Status Declaration

Please print full name: _____ Date: _____

Social Security Number: _____ Date of Birth: _____. Male Female

Purpose:

The Tri-County Regional Jail must comply with certain reporting requirements established by the Equal Employment Opportunity Commission and the Office of Federal Compliance. To ensure full compliance with our policy on nondiscrimination and affirmative action, it is important that each applicant/employee's description be complete and accurate. No usage of these descriptions shall be made other than for reporting as required by government agencies.

Information regarding disabled applicants/employees and disabled veterans will be kept confidential except that supervisors and managers may be informed regarding restrictions of work or duties. Medical personnel may be informed when to the extent appropriate, a condition might require emergency treatment, and government officials investigating compliance with appropriate laws will be informed.

Self Identifying Descriptions:

Veteran/Disabled Status

Vietnam Era Veteran – If you served on active duty for a period of more than 180 days, any part of which occurred during August 5, 1964 to May 7, 1975 and were discharged or released from active duty prior to December 31, 1991 with other than a honorable discharge.

Disabled Veteran – If you are entitled to disability compensation administered by the Dept. of Veteran Affairs for a disability rating of 30 percent or more, OR, if you were released or discharged from active duty for a disability incurred or aggravated in the line of duty.

Disabled – If you have a physical or mental impairment which substantially limits one or more of your major life activities; if you have a record of such impairment; or if you are regarded as having such impairment.

Race/Ethnic Origin

Asian/Pacific Islander – All persons having origins in any of the peoples of the Far Southeast Asia, or the Pacific Islands. This area includes China, Japan, Korea, Philippine Islands, Samoa and the Indian Subcontinent.

African American – (Not of Hispanic origin) All persons having origins in any of the Black racial groups.

Hispanic – All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin regardless of race.

American Indian/Alaskan Native – Persons having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

Caucasian/White – All persons having origins in any of the original peoples of Europe, North Africa and Middle East.

Please check the appropriate Self Identify Descriptions:

Veteran/Disabled Status

- Vietnam Era Veteran
- Disabled Veteran
- Disabled

Race/Ethnic Origin

- Asian/Pacific Islander Caucasian/White
- African American
- Hispanic
- American Indian/Alaskan Native