

# Application for Employment

**JAIL APPLICANTS ONLY**

## County of Knox

Qualified applicants receive equal consideration. No question is asked for the purpose of excluding any applicant due to race, color, national origin, religion, age, sex, disability, veteran status, or any other characteristic protected under local, state or federal law.

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Name \_\_\_\_\_  
Last First M.I.

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Email address \_\_\_\_\_

Position Applied For (Note: a separate application is required for each position posted)

\_\_\_\_\_

### Education

Schools	Name/Location	Circle Last Yr. Completed	Major Courses	Diploma/Degree/Certification
High School		7 8 9 10 11 12		
College		1 2 3 4 more		
Business or Trade School		Months Attended		
Other Licenses or Certifications		Length of Program		

# Employment History

Please list your complete employment history (credit is given for prior, full time closely-related experience in past 16 yrs). Please list present or most recent employer first and use additional pages if necessary.

<b>Employer Name and Address</b>	Employed (mo./Yr.)  From:  To:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other  (List dates as applicable)	Beginning salary and last salary	Reason for leaving
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Type of work performed:

Name of Supervisor and contact information:

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Name of Supervisor and contact information:

If you served in the United States Armed Forces, briefly list the dates, rank, and skills acquired:

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## Personal Information

Are you able to perform the essential duties of the position you are applying for with or without reasonable accommodation

Yes  No

Are you legally authorized to work in the U.S.?

Yes  No

*Note: you will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.*

Are you at least 18 years of age?

Yes  No

Have you ever been convicted of a crime or are there any pending charges against you?

*(Note: A conviction does not automatically bar you from employment)*

If yes, include details:

Yes  No

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Please list any special office/software skills: \_\_\_\_\_

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Please list any special equipment skills: \_\_\_\_\_

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Please list any other skills: \_\_\_\_\_

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If hired, when would you be available? \_\_\_\_\_

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What are your salary requirements? \_\_\_\_\_

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# References

NAME	HOW S/HE KNOWS YOU	EMAIL ADDRESS	PHONE NUMBER

Are you presently employed? Yes  No  If so, may we contact your present employer? Yes  No

I certify that the answers given by me to the foregoing questions and statements are true and correct to the best of my knowledge without consequential omissions of any kind. I agree that the County shall not be held liable in any respect if my employment is rejected or subsequently terminated because of false statements, answers or omissions made by me in this application. I understand that any misleading or incorrect statements may render this application void, and if employed, may lead to employment termination. I understand that a medical examination based on the requirements of the position for which I am being considered may be required. I also voluntarily and knowingly authorize the organizations, schools or persons named above to give any information requested regarding my former employment, character and qualifications. I hereby voluntarily and knowingly fully release and discharge, absolve, indemnify, and hold harmless said companies, schools or persons from any and all liability for any damages for issuing this information, except for the malicious and willful disclosure of derogatory facts concerning my employment made for the express purpose of preventing me from obtaining employment, which the party disclosing such facts knows to be untrue. In consideration of my employment, I agree to conform to the rules and regulations of this organization. If I am hired, I understand that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either my employer or me, unless prohibited under written contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Completed Employment Applications may be dropped off at the County Administrative Office or mailed to the following address:

**Knox County Administrative Office  
62 Union Street  
Rockland, ME 04841**

Revised November 16, 2015



# Knox County Correctional Facility

327 Park Street, Rockland, Maine 04841-5302

Tel: 207-594-0430 Fax: 207-594-1262

## RELEASE OF INFORMATION AND APPLICANT AUTHORIZATION

In connection with my application for employment with Knox County Correctional Facility (the "Jail"), I authorize the release of information pertaining to my past employment and related matters.

I understand, acknowledge and authorize the Jail to request and obtain information from various federal, state and other agencies, educational institutions, previous employers, references and private sources which maintain records or have knowledge regarding my current and prior activities. These requests include but are not limited to my driving record, criminal record, previous employment and education, and credit history, if required for the position I am applying for. I authorize any source to release this information without restriction to the Jail and their respective officers, agents or employees. I release from any liability Knox County Correctional Facility and any person or organization seeking, gathering or providing such information to the Jail.

I acknowledge that a facsimile, pdf or copy of this Release shall be as valid as the original. This Release is valid for all private persons and entities, and federal, state, county and local agencies and authorities.

### PLEASE PRINT ALL INFORMATION ON THIS FORM

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle Name:</b>
<b>Driver's License # or State ID #:</b>	<b>State of Issue:</b>	<b>Social Security Number:</b>
<b>Other Names by which you have been known:</b>		<b>Date of Birth:</b>

Last Five (5) Years of Residence				
Street Address	City/Town	State	Zip Code	Dates (from and to)

I have read this Release of Information and Applicant Authorization. By signing below, I understand, acknowledge and authorize its terms.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

## **Additional Requirements**

### **PLEASE NOTE:**

**Items I, II and III must be included with your application or you will not be considered for employment at the Knox County Jail:**

#### **I. Alert Test – Maine Criminal Justice Academy**

To be eligible to work at the Knox County Jail, you will need to have taken the ALERT Examination. It is offered at the Maine Criminal Justice Academy in Vassalboro on the 1st and 3rd Wednesday of each month. To make an appointment to take the exam, please call (207) 877-8000. You will need to bring a government issued picture identification (such as a driver's license) and the \$50.00 fee (either the exact amount in cash, or a check made payable to "Treasurer, State of Maine"). Please plan to arrive at 8:15 AM, 15 minutes prior to the start of the exam at 8:30 AM. Anyone arriving after the exam has started will be asked to reschedule. No electronic devices such as cell phones or cameras will be allowed in the testing room; please lock these devices in your vehicle before entering the building. You may visit the Maine Criminal Justice Academy website at: <http://www.maine.gov/dps/mcja/> for additional information.

#### **II. Physical Fitness – Written declaration from your own doctor that you can physically handle the requirements of the position.**

You will need to provide something in writing from your physician stating that you are physically capable of performing the duties associated with being a corrections officer. Your physician may require a copy of our job description, which can be obtained outside the County Administrative Office on the ground floor of the Knox County Courthouse, located at 62 Union Street, Rockland, ME 04841, or online at <http://www.knoxcountymaine.gov> (click on Help and Information, then Employment, then Employment Information).

#### **III. Background Check Waiver Form**

You will need to fully complete the attached background check waiver form and turn it in with your application.

#### **IV. Polygraph Exam**

Prior to being offered employment at the Jail, you will be required to pass a polygraph examination.