



EIGHTH JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES EMPLOYMENT APPLICATION

Thank you for your interest in this Department! Attached is an application form you need to complete in order to be considered for employment. Please note that all applications and resumes must be typed and signed when applicable. Follow all instructions or your application will NOT be considered. Handwritten applications and resumes will not be accepted.

APPLICATION/HIRING PROCESS

1. Applications may be obtained through the Fairfield Administrative Office address listed on the application or at another location if listed in the advertisement. In order to be considered, applications must be complete, signed, and received in the Fairfield office no later than the closing date. Also, applications postmarked on or before the day prior to the closing date will be considered. Applications not meeting the above criteria will not be considered. In addition, applicants not meeting the minimum qualifications for the position will not be considered.
2. Due to the large number of applications usually received, it is necessary to screen the applications to the group appearing to be most qualified for the position. To do that, we numerically score your education, experience, training, and any other relevant information we have available. If you are a Veteran and are eligible for veteran's bonus points, you will receive 5 additional points if non-disabled, and 10 additional points if you are considered disabled. We then select the top scoring candidates for interview. If you are selected for an initial interview, you will be personally contacted to arrange an appointment. If you are not selected for interview, you will receive a letter indicating such.
3. Depending upon the candidates, we may conduct one or more interviews. We may also ask applicants not previously selected for interview to be interviewed if we need more applicants to consider. Interviewed applicants are considered in open competition with each other. Our intent is to select the best candidate for the position based on each candidate's overall standing in job-related education, experience, training, personal interview results, personal skills, attitude, interest level, and etc. Since the Department does adhere to the principles of equal opportunity and affirmative action, selections in certain eligible situations may be made to correct underutilization.
4. If you are interviewed and not selected for the position, you will receive a personal telephone call from a member of the interview team and a letter.
5. If you are not selected for this position, your application will remain active for a period of nine months. During that period, we may contact you should another opening occur. If you see another opening advertised and you wish to be considered for it, send a written request to the Fairfield Administrative Office stating that you want your application activated for the opening. If you do that, you do not need to submit another application form unless you want to.

Applications may be obtained by pickup at the office, regular mail, fax, or email. If requested by email, the application will be in Adobe PDF format.

The Department administers its hiring practices, programs, and all other administrative functions in a manner which does not discriminate against any person because of race, creed, color, religion, sex, national origin, handicap, or age. The Department will make every effort to accommodate any person who is covered under the Americans With Disabilities Act (ADA). If you need an accommodation during the hiring process, please notify my office. If you have any complaints, questions, concerns, or need any additional information about any practice of the Department or any of its employees either during the hiring process or at any time, please feel free to contact me personally at the Fairfield address listed on the application.

Thank you again for your application!

Daniel T. Fell
District Director

Employment Application January 30, 2014

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Notice to Applicants: You must submit a separate application for each open position for which you are applying within the time frames required for each position. Answer each question clearly and completely. Failure to sign and date this form may result in you not being considered for an interview. Please attach current resume. All applications and resumes must be typed and signed when applicable. You must follow all instructions or your application will NOT be considered. Handwritten applications and resumes will not be accepted.

POSITION APPLYING FOR	
Position Classification:	Date:

PERSONAL INFORMATION	
Name:	Social Security No:
Home Phone: ()	Alternate Phone: ()
Street Address:	
City, State, Zip:	
Email Address:	
U.S. Citizen?	If no, are you able to provide evidence of identity and employment eligibility?
Have you ever been convicted of a criminal offense?	If yes, explain:
Have you ever received a disciplinary suspension, been discharged, or forced to resign from a position? If yes, explain:	
Have you ever been known by another name(s)?	If yes, list name(s):

EDUCATION			
Did you graduate from high school?		If no, do you hold a GED Certificate?	
Post High School Education Name & Location of School	# of Credit Hrs Received	Course of Work	Degree Received
		Major:	
		Minor:	
		Major:	
		Minor:	
		Major:	
		Minor:	

MILITARY SERVICE		
Branch:	From: Mo Yr	To: Mo Yr
Disabled:		

Copy of DD214 Discharge must be attached to application to receive veteran's preference.

PRESENT SKILLS
List any skills, special training, licenses, certifications, or registrations you hold that would apply to this position. If you completed a relevant internship, include the number of supervised hours:

BACKGROUND INFORMATION

Have you ever worked within a federal, state, or local prison, jail lockup, community confinement facility or juvenile facility?

If yes please list the facilities below:

Have you ever been convicted, civilly adjudicated or administratively adjudicated of engaging or attempting to engage in sexual activity in the community 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?

If yes, list the location and dates:

EMPLOYMENT HISTORY

(List most recent employment first - attach additional pages as necessary)

Employer:	Job Title:	
Address:	From: Mo Yr	To: Mo Yr
Supervisor:	Annual Salary:	Average Hours Per Week:
Phone: ()	Reason For Leaving:	
Job Duties:		

Employer:	Job Title:	
Address:	From: Mo Yr	To: Mo Yr
Supervisor:	Annual Salary:	Average Hours Per Week:
Phone: ()	Reason For Leaving:	
Job Duties:		

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Phone: ()	Reason For Leaving:	
Job Duties:		

REFERENCES

Name	Phone Number	Relationship
	()	
	()	
	()	

SIGNATURE AND BACKGROUND WAIVER

I certify the information contained in this application is correct to the best of my knowledge and understand any misrepresentation or omission of information requested on this form constitutes grounds for rejection of my application. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal.

I authorize the Eighth Judicial District Department of Correctional Services and its employees and/or agents to check into my background to determine suitability for employment. Included herein is the gathering of information relative to a violation(s) of the law resulting in a conviction(s).

In addition, my signature hereon will release other agencies, employers, and schools, their employees and/or agents from liability for supplying background information to the Eighth Judicial District Department of Correctional Services. I realize if I do not allow this release of information, this refusal shall be grounds for denying employment.

Applicant's Signature:	Date:

NOTICE All applicants selected for a position will have to provide certified transcripts of their education prior to being actually hired.

Address to Return Applications: Eighth Judicial District Department of Correctional Services
(FAX is acceptable) 1805 W. Jefferson
PO Box 1060
Fairfield, IA 52556
PH. 641-472-4242 FAX 641-472-9966

APPLICANT SURVEY

The Eighth Judicial District Department of Correctional Services is committed to Equal Employment Opportunity and Affirmative Action. For the purposes of tracking and evaluation, information concerning applicants must be collected. Completion of this information is voluntary on the part of the applicant. It is used for governmental reporting requirements. Please **CIRCLE THE NUMBER** or mark an **"X"** in the appropriate category of your responses to the questions asked. This is a voluntary request and non-completion of this form does not impact your ability to receive an interview or to be selected.

- A. 1. Male _____
2. Female _____

B. What is your age?

1. Under 18 _____
2. 18-29 _____
3. 30-39 _____
4. 40-49 _____
5. 50-59 _____
6. 60-69 _____
7. 70 or over _____

C. Of which racial or ethnic group do you consider yourself a member?

1. **White:** Origins in any of the original peoples of Europe, North Africa, or the Middle East. _____
2. **Black:** Origins in any of the black racial groups. _____
3. **Asian/Pacific Islander:** Origins in any of the original peoples of the Far East, Southeast Asia, Indian subcontinent, or the Pacific Islands. _____
4. **American Indian/Alaska Native:** Origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition. _____
5. **Hispanic:** Persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. _____
6. **Declined to Respond.** _____

E. Do you consider yourself disabled? _____ YES _____ NO

D. How did you learn about this position?

1. Job Service of Iowa _____
2. Newspaper _____
3. District employee _____
4. Friend _____
5. Other _____