

WESTERN TIDEWATER REGIONAL JAIL
2402 Godwin Blvd.
Suffolk, Virginia 23434

**INSTRUCTIONS TO APPLICANT
CONDITIONS OF EMPLOYMENT**

Dear Applicant:

Thank you for your interest of employment with the Western Tidewater Regional Jail. In order to select personnel of the highest standards, the Western Tidewater Regional Jail desires to hire Jail Officers and support personnel who are qualified and reliable. Applicant screening falls into three categories: (1) competence; (2) character; (3) mental and physical health.

Corrections work involves unique and demanding conditions. Job duties include the potential danger of physical harm in the form of assaults by inmates or in quelling disturbances. The institution must be staffed 24 hours a day, 7 days a week. You should be aware of these conditions and be willing to accept them.

If you are unwilling to comply with any of the conditions listed, you will **NOT** be considered for employment at the Western Tidewater Regional Jail.

CONDITIONS OF EMPLOYMENT

1. Prior to being hired, each candidate is required to read these conditions of employment. Candidates then sign this form signifying their awareness and acceptance of those conditions, and return this signed form with the application.
2. Absolute truthfulness is extremely important during the entire selection process. Integrity and truthfulness are important qualifications. The way a candidate's integrity is evaluated is by his/her truthfulness throughout the employment process.
3. **Each candidate MUST complete the application in its entirety. All questions must be answered. The application and instruction sheet must be signed. An incomplete application shall be viewed as an expression of indifference and the application will be disapproved.**
4. Candidates will be required to take and pass a written examination for that particular position being applied, an oral interview and a drug screen.
5. A vigorous investigation will be initiated, including a fingerprint-based criminal history records inquiry to the Central Criminal Records Exchange and the Federal Bureau of Investigation. Candidates will be required to produce the following documents when requested (e.g. Social Security Card, Naturalization Papers,

Drivers License, GED, High School and/or College diplomas, Military Records [DD-214], etc.).

6. Candidates **MUST** be United States citizens.
7. Candidates **MUST** be high school graduates or hold GED equivalencies.
8. Candidates appointed will be on probation for a period of one (1) year.
9. Candidates **MUST** submit to a medical examination by a qualified physician and meet medical and physical standards.
10. Candidates **MUST** successfully complete the Department of Criminal Justice Services Basic Jail Academy course within the first year of employment.
11. Candidates **MUST** have a valid driver's license. For any state other than Virginia you will be required to provide a copy of your DMV driving record.
12. Candidates **MUST** be able to report to work under adverse weather conditions.
13. Candidates **MUST** be willing to work in a correctional environment and in direct contact with inmates.
14. Candidates **MUST** be 18 years of age at the time of hiring.
15. Jail Officers **MUST** maintain prescribed levels of physical fitness, grooming, dress and appearance.
16. Jail Officers will be required to work swing shifts, including weekends, holidays, overtime and other hours as determined by the Superintendent.
17. Jail Officers **MUST** have a telephone where they can be reached.

DISQUALIFIERS

1. Felony Conviction
2. Conviction of a crime involving moral turpitude (a crime involving honesty, moral conduct, etc.)
3. Conviction of a Class 1 or 2 misdemeanor Code of Virginia, or the equivalent.
4. Conviction of a Class 3 or 4 misdemeanor Code of Virginia, or the equivalent. (Evaluated on a case-by-case basis.)
5. Minus 8 points on a Virginia Operators License or the equivalent for out of state license.

6. Conviction of driving under the influence of drugs or alcohol, refusal to take blood or breath test, eluding police, hit and run or racing.
7. Suspension/Revocation of driving privileges will be reviewed on an individual basis.
8. A positive result produced on a pre-employment drug screening, where the result cannot be explained to the law-enforcement agency satisfactorily.
9. Use of any type of illegal drug within two years prior to application.
10. Illegal use of anabolic steroids in the past 12 months.
11. Involvement in the illegal sales of drugs.
12. Possession of any illegal drugs within the past two years.
13. Dishonorable discharge from any military service. Less than honorable or general discharges will be reviewed on a case-by-case basis.

Qualified candidates will be chosen from an established list as a result of scoring based on application screen, written examination, and oral interview.

Being appointed as a Correctional Officer is a full time position. Medical insurance, vacation, sick leave, state holidays, and retirement through the Virginia Retirement System are available for a successful candidate.

Applications will remain on file for a period of six (6) months only or until such time as they receive notification for an interview. Candidates may re-file their application at the end of the six (6) month period.

“I am willing to agree to the above conditions of employment and am not disqualified by any of the conditions listed.”

(APPLICANT'S SIGNATURE)

(DATE)

The Western Tidewater Regional Jail is in compliance with the Equal Employment Opportunity Commission (EEOC) and American With Disabilities Act (ADA) as it applies to employment.

EDUCATION

11. High schools (diploma or G.E.D. equivalent), colleges, trade schools attended (include vocational, military, and business schools)

Name and Location of Schools/Colleges	Dates Attended	Major Subject or Course	Graduate Yes/No	Degree or Certificate
a.	From: To:			
b.	From: To:			
c.	From: To:			
d.	From: To:			

12. State any foreign language you can speak, read, or write and indicate degree of proficiency _____

EXPERIENCE

13. List all jobs you have held in the last ten (10) years. Present or most recent job first. If you need more space, you may attach additional sheets. Include military service in proper time sequence and temporary part-time jobs.

<p>a. Name and Address of Company or Employing Firm & Phone No.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What Kind of Work did you do?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Dates of Employment</p> <p>From: _____</p> <p>To: _____</p> <p style="text-align: right;">Last Salary</p> <p style="text-align: right;">_____ Month or</p> <p style="text-align: right;">_____ Week or</p> <p style="text-align: right;">\$ _____ Hour</p>
<p>Name and Title of Supervisor</p> <p>_____</p> <p>_____</p>	<p>Reason for Leaving _____</p> <p>_____</p> <p>_____</p>	
<p>b. Name and Address of Company or Employing Firm & Phone No.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What kind of work did you do?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Dates of Employment</p> <p>From: _____</p> <p>To: _____</p> <p style="text-align: right;">Last Salary</p> <p style="text-align: right;">_____ Month or</p> <p style="text-align: right;">_____ Week or</p> <p style="text-align: right;">\$ _____ Hour</p>
<p>Name and Title of Supervisor</p> <p>_____</p> <p>_____</p>	<p>Reason for Leaving _____</p> <p>_____</p> <p>_____</p>	
<p>c. Name and Address of Company or Employing Firm & Phone No.</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>What Kind of Work did you do?</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Dates of Employment</p> <p>From: _____</p> <p>To: _____</p> <p style="text-align: right;">Last Salary</p> <p style="text-align: right;">_____ Month</p> <p style="text-align: right;">_____ Week</p> <p style="text-align: right;">\$ _____ Hour</p>
<p>Name and Title of Supervisor</p> <p>_____</p> <p>_____</p>	<p>Reason for Leaving _____</p> <p>_____</p> <p>_____</p>	

14. Have you held positions which required supervisory ability? Yes _____ No _____ Explain: _____

15. Have you ever been discharged, forced, or requested to resign from any position because of misconduct or unsatisfactory performance? Yes _____ No _____ If "Yes" give the name and address of the employers and details of the discharge or resignation _____

MILITARY SERVICE

16. Have you ever served in any branch of the Armed Forces of the United States? Yes _____ No _____
"Yes", complete the following information: Organization _____
Date entered service _____
Date of separation _____ Type of discharge received: Honorable _____
Dishonorable _____ General _____ Medical _____ Other _____
If you are presently a member of the National Guard or any military reserve, give the unit, location, describe your obligation _____

FINANCIAL

17. List credit references (examples- auto/ house loans; credit cards; checking accts)

Name of Firm	Street Address	Phone
a.		
b.		
c.		
d.		
e.		

18. Do you have any current indebtedness in excess of \$500 other than household bills? Yes _____ No _____
If "Yes", explain _____

19. Have you ever had any account placed in the hands of a collection agency? Yes _____ No _____
If "Yes", explain _____

20. Have you ever been successfully sued in court for the collection of any account? Yes _____ No _____
If "Yes" give details _____

21. Have you ever filed for bankruptcy? Yes _____ No _____ If "Yes", explain _____

22. Do you own an automobile? Yes _____ No _____ If "Yes", give make, model, and year _____

23. Do you have automobile liability insurance, assigned risk, or certification of compliance with the Uninsured Motor Vehicle Act? Yes _____ No _____

PERSONAL (Emergency information only)

24. List your next of kin.

	NAME	RELATION	ADDRESS	PHONE
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____

25. Are you aware this type of work requires certain physical requirements? Yes _____ No _____

26. Describe any extended absences from work due to personal illness _____

27. Have you ever tried illegal drugs in any form? Yes _____ No _____ If "Yes", explain _____

28. Have you used illegal drugs during the past year? Yes _____ No _____ If "Yes", explain _____

29. Have you ever had a drinking problem? Yes _____ No _____ If "Yes", explain _____

30. Begin with present address and list all previous places of residence during the past five (5) years:

	ADDRESS	CITY/STATE	FROM Mo/Yr	TO Mo/Yr
a.	_____	_____	_____	_____
b.	_____	_____	_____	_____
c.	_____	_____	_____	_____
d.	_____	_____	_____	_____

31. Give the names of three (3) responsible persons, other than relatives or past employers, who could provide information about your character, ability, experience, personality, and other qualities.

	NAME	ADDRESS	PHONE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

32. Do you object to wearing a uniform or working shifts? Yes _____ No _____ If "Yes", explain _____

33. Are you willing to submit to discipline and the lawful orders of superior officers? Yes _____
No _____

34. Are you prepared to sever all connections with former fulltime employers and devote full working time to the Western Tidewater Regional Jail? Yes _____ No _____

35. Do you agree to cooperate in the investigation of any complaint made against you? Yes _____
No _____

36. Do you agree to submit to a polygraph, urinalysis, blood alcohol and/or breath test and physical upon the request of the Western Tidewater Regional Jail authorities? Yes _____ No _____

37. Why are you interested in working in the Western Tidewater Regional Jail? _____

I hereby certify that all statements made in this questionnaire are true and complete and authorize the certification of this fact by the Personnel Officer of the Western Tidewater Regional Jail. I understand that any misstatements of material facts will subject me to disqualification or dismissal. I understand this application is not a contract or promise of employment. I hereby authorize the investigation of my background, medical record, and employment record, and authorize any person or company listed on this application to furnish pertinent information without a risk of liability.

Applicants Signature

Date

Witness

NOTE: Please provide an original social security card, high school diploma or GED equivalent, and birth certificate. Original documents are also required for any items listed in the EDUCATION section (No. 11). We will make copies.
For Military Service, please provide an original DD214 (long form).
You will be asked to provide a copy of your driver's license if you are called for an interview.
Applicants from North Carolina must submit a copy of their driving record.

COMMENTS: _____

