

Pre-Screener For Corrections Officer

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION APPLIED FOR: Corrections Officer

# Application for Employment



**Human Resource & Labor Relations  
450 East South Street, 2<sup>nd</sup> Floor  
Reply To: Post Office Box 1393  
Orlando, Florida 32802-1393**

**The  
Orange County Government  
Is an Equal Opportunity Employer**

*SOURCE OF REFERRAL*

(CIRCLE ONE)

NEWSPAPER/ INTERNET/ JOBLINE/ ORANGE TV/ RECRUITER/ JOB FAIR \_\_\_\_\_

**TO: Applicants for Employment**

The Uniform Guidelines on Employee Selection Procedures require records to be kept by sex and the five-race/ethnic categories defined by the Equal Employment Opportunity Commission. The Uniform Guidelines on Employee Selection Procedures have been adopted as final rules by the Equal Employment Opportunity Commission, the Office of Personnel Management, the Department of Justice, the Department of Labor and the Treasury Department.

The Orange County Human Resources Division has adopted safeguards to insure that the records required are used for appropriate purposes within this Division such as determining adverse impact, or for monitoring our affirmative action program.

The information requested below is needed to satisfy Federal Equal Employment Opportunity reporting and research requirements; however, is strictly voluntary. This information is NOT used to evaluate your application and is removed prior to forwarding the prescreener to the Corrections Department.

Please check appropriate block. Your cooperation is greatly appreciated.

\*\*\*\*\*

Name (Please Print) \_\_\_\_\_  
(Last) (First) (Middle)

Date \_\_\_\_\_ Social Security Number \_\_\_\_\_

1. Birthdate \_\_\_\_\_

2. Disabled? Yes  No

3. Veteran Yes  No

4. MALE  FEMALE

5. Zip Code: \_\_\_\_\_ - \_\_\_\_\_

- 6.  **American Indian or Alaskan Native** (the original people of North America, and who maintain cultural identification through tribal affiliation or community recognition). (I)
- Asian or Pacific Islanders** (the original people of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands). (A)
- Hispanic** (All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race). (H)
- Black** (not of Hispanic origin). (B)
- White** (not of Hispanic origin). (W)



Yes  No **Do you have any relatives working for Orange County Government?**  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Department: \_\_\_\_\_  
 Have you ever worked for Orange County Government or specifically the Orange County Corrections Department?  
 Yes  No  
 If yes, please give previous dates of employment \_\_\_\_\_ Employing Division \_\_\_\_\_  
 Position \_\_\_\_\_  
 Also, if answering yes to the above question, did you leave the employment of Orange County Government while an Administrative Disciplinary Investigation was underway, or a violation of the Code of Conduct, Work Habits and/or Disciplinary Action was pending? If yes, explain completely \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Yes  No **Have you ever applied** for a position with the Orange County Corrections Department?  
 If "Yes," please state year and position applied for. \_\_\_\_\_

Yes  No Have you ever worked for, or applied to, any other law enforcement or corrections agency?  
 If "Yes," please list :  
**Name of agency and dates of application:** \_\_\_\_\_  
**Name of agency and dates of employment:** \_\_\_\_\_  
 \_\_\_\_\_  
 Yes  No Are you now on any eligibility list? If so, where?  
 \_\_\_\_\_

Yes  No Have you had law enforcement and/or corrections training by any local, state or federal agency?

\*\*\*\*\*  
**Thank you** for your interest in becoming a part of our team at Orange County Corrections. The information presented on this form will determine the initial acceptance of your application.

(Signature) \_\_\_\_\_

(Date) \_\_\_\_\_

**Explanation:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IMPORTANT INFORMATION FOR CORRECTIONS APPLICANTS**

**Hiring Process:**

Due to the large volume of applications received each month, all applicants are handled as follows:

**STEP 1:**

**Pre-Screen Application**---Pages 1 & 2 of the applications are reviewed by a Human Resource and Labor Relations Recruiter to determine eligibility to continue in the process. If eligible, application is forwarded to Corrections Recruiter for further review and evaluation.

**STEP 2:**

**Video Test For Corrections Officer Applicants**---Upon review of full application, you will be contacted for an appointment for video testing. In addition, some positions require a written skills test, or other job-related skill test or technical questionnaire.

**STEP 3:**

**Employment Questionnaire**---The Corrections Recruiter will contact applicants who achieved an acceptable score on the exam; applicant will be provided with an Employment Questionnaire to be submitted along with any required documentation to the Corrections Recruiter prior to moving on to next step of hiring process.



**STEP 4:**

**Panel Interview**---You will be contacted to schedule an interview, if applicable.

**STEP 5:**

**Upon receiving a conditional offer of employment**, the applicant must successfully complete the following steps based on position:

**A. Background Investigation**---this is completed on each applicant to identify those applicants best qualified for employment in a corrections environment. The investigation includes a review of the applicant's age, citizenship, education, employment history, military history, criminal history and moral character.

**B. Psychological Evaluation**

**C. Polygraph Exam**

**D. Medical Examination**

**Should you have a change of address, phone number, employer or other important information, please contact:**

Corrections Human Resource and Labor Relations Recruiter  
Orange County Human Resource Department  
450 East South Street--Second Floor  
Orlando, FL 32801  
(407) 836-5661

The processing of applications can vary with each position. **If you do not meet the screening criteria or are not selected for an interview, you will receive a letter.**

**APPLICANT THIS IS FOR YOUR RECORDS—PLEASE DETACH**



**The Human Resource Staff appreciates your interest in the Orange County Corrections Department. Please review the following frequently asked questions.**

1. **Q:** What happens if I pass the pre-screening portion?  
**A:** **You will be notified** via mail to come in for any or all of the following:
  - 1) Video-based test for Corrections Officers
  - 2) Basic skills tests
  - 3) Obtain an employment questionnaireYou will receive additional information at that time
  
2. **Q:** What is most important in filling out my application?  
**A:** **Read the instructions.** Be thorough and truthful. Your application will not be considered unless completed in full and all relevant statements and documentation are attached. You will be eliminated from the process if it is discovered that you falsified your application.
  
3. **Q:** How long does it take for my application to be processed?  
**A:** Approximately **3-4 weeks** for notice of the exam date.
  
4. **Q:** May I call and find out the status of my application or processing?  
**A:** **Yes, you may contact the Human Resource and Labor Relations Recruiter** at (407) 836-5661. However, she/he processes all applicants for the Corrections Department, so please allow ample time before calling.
  
5. **Q:** What do I do if I have a change of address, telephone number, employer or other important information?  
**A:** **Send the change in writing to:**  
Human Resource and Labor Relations  
Orange County Human Resource Department  
450 East South Street---Second Floor  
Orlando, FL 32801
  
6. **Q:** How can I find out about other openings?  
**A:** **Contact our job line at (407) 836-5660**  
**B:** Website [www.onetgov.net](http://www.onetgov.net)  
**C:** Orange TV (Channel 9 on most cable systems)

**Thank you for your patience with the employment process. If you do not meet the screening criteria or are not selected for an interview, you will receive a letter.**

(7/00)