



TYRONE OLIVER COMMISSIONER

BENEFITS

FULL TIME EMPLOYEES

- Health Insurance
- Dental Insurance
- Life Insurance
- Accidental Death and Dismemberment Insurance
- Vision Insurance
- Short-term and Long-term Disability Insurance
- Health Savings Account
- Spending Accounts
- Legal Insurance
- Long-term Care Insurance
- Specified Illness
- Retirement
- Peach State Reserves (401K or 457 plans)
- Optional Private Insurance Plans (AFLAC Life Insurance)
- Competitive Starting Salary
- Employee Discount Program: <http://team.georgia.gov/discounts/>
- Public Service Loan Forgiveness program: <http://www.myfedloan.org>
- Atlanta Postal Credit Union
- 12 paid holidays per year
- Up to 15 days of paid time off for vacation accrued per year
- Up to 15 days of paid time off for illness/doctor's visits per year
- Paid Training
- Educational Opportunities
- Direct Deposit
- Georgia United Credit Union
- Path2College 529 Plan
- Peace Officer Annuity and Benefit Fund (if applicable)
- Police Benevolent Association of Georgia (if applicable)
- State of Georgia Indemnification Program (if applicable)
- Correctional Peace Officers Foundation
- Montgomery GI Bill
- Promotional Opportunities after one year of employment
- Purchasing Power Program
- CGR Credit Union

ADVANCE YOUR CAREER WITH GDCC

Correctional Officer 1	\$38,040.00 - \$41,844.00
Correctional Officer 2	\$41,844.00 - \$46,028.40
Field Training Officer	\$44,558.40 - \$48,313.80
Transfer Officer	\$48,313.80
Correctional Sergeant	\$46,026.90 - \$49,930.80
Correctional Lieutenant	\$48,313.80 - 52,445.80
Correctional Captain	\$51,627.00 - \$56,001.70
Correctional Unit Manager	\$56,089.70 - \$61,001.20



GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Corrections Positions

Some of our current opening include:

Correctional Asst. Supt
Correctional Captain
Correctional Lieutenant
Correctional Ofc 1
Correctional Ofc 1 (CSM)
Correctional Sergeant
Correctional Sergeant (CSM)
Correctional Superintendent
Correctional Unit Manager
Criminal Intelligence Anlys 1
CSM Correctional Unit Manager
CSM Deputy Warden
CSM Disciplinary Investigator
CSM Field Training Officer
Deputy Warden
Firefighter Captain
Public Safety, Trainer 1

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Corrections Positions

Some of our current opening include:

Correctional Asst. Supt
Correctional Captain
Correctional Lieutenant
Correctional Ofc 1
Correctional Ofc 1 (CSM)
Correctional Sergeant
Correctional Sergeant (CSM)
Correctional Superintendent
Correctional Unit Manager
Criminal Intelligence Anlys 1
CSM Correctional Unit Manager
CSM Deputy Warden
CSM Disciplinary Investigator
CSM Field Training Officer
Deputy Warden
Firefighter Captain
Public Safety, Trainer 1

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Administration Positions

Some of our current opening include:

- Admin Assistant 2
- Admin Support 1
- Admin Support 2
- 1Administrative Assistant 2
- Budget Analyst
- Busi Support Analyst 1
- Help Desk Support Spec 1
- HR Tech 1
- Project Mgr (Non-IT) 2
- Purchasing Asst 2
- Supply/Warehouse Clerk 2
- Supply/Whse Clerk 2, Hrly
- Systems Support Tech 1

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Administration Positions

Some of our current opening include:

- Admin Assistant 2
- Admin Support 1
- Admin Support 2
- 1Administrative Assistant 2
- Budget Analyst
- Busi Support Analyst 1
- Help Desk Support Spec 1
- HR Tech 1
- Project Mgr (Non-IT) 2
- Purchasing Asst 2
- Supply/Warehouse Clerk 2
- Supply/Whse Clerk 2, Hrly
- Systems Support Tech 1

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Counseling Positions

Some of our current openings include:

- Behavioral Hlth Counselor 1
- Behavioral Hlth Counselor 2
- Behavioral Hlth Counselor 3
- Behavioral Hlth Counselor Spv
- Chaplain, Hourly
- Clinical Chaplain
- Recreation Director
- Recreation Supervisor
- Social Svcs Prgm Consultant 3

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Counseling Positions

Some of our current openings include:

- Behavioral Hlth Counselor 1
- Behavioral Hlth Counselor 2
- Behavioral Hlth Counselor 3
- Behavioral Hlth Counselor Spv
- Chaplain, Hourly
- Clinical Chaplain
- Recreation Director
- Recreation Supervisor
- Social Svcs Prgm Consultant 3

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Education Positions

Some of our current opening include:

- Instructor 2
- Instructor 2, Hourly
- Instructor 3
- Librarian 1 (Hourly)
- Librarian 2
- Librarian 2 (hourly)
- Practical Instructor 2, Hrly

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Education Positions

Some of our current opening include:

- Instructor 2
- Instructor 2, Hourly
- Instructor 3
- Librarian 1 (Hourly)
- Librarian 2
- Librarian 2 (hourly)
- Practical Instructor 2, Hrly

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now



Food Service Positions

Some of our current openings include:

- Food Svc Specialist 1
- Food Svc Specialist Supervisor
- Food Svc Spv
- Food Svc Supv (Hourly)
- Food Svc Worker 3

Go to gdcjobs.com and search by job category

GEORGIA DEPARTMENT OF CORRECTIONS

NOW HIRING

Start your new career today.
Visit www.gdcjobs.com to apply now

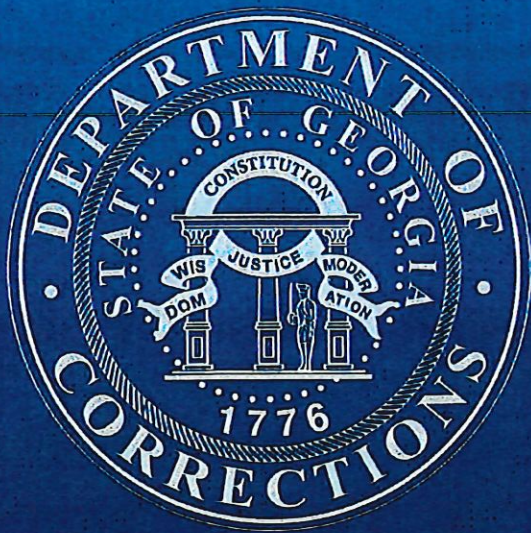


Food Service Positions

Some of our current openings include:

- Food Svc Specialist 1
- Food Svc Specialist Supervisor
- Food Svc Spv
- Food Svc Supv (Hourly)
- Food Svc Worker 3

Go to gdcjobs.com and search by job category



INTERN WITH GDC

APPLY online at JoinHandshake.com
or GDCjobs.com!

Our professional interns are placed under the supervision of a correctional professional who works with them to develop a meaningful internship opportunity. The internship focuses on utilizing the student's academic knowledge and skills in a professional work setting. To apply for available internships at the Georgia Department of Corrections, visit GDCjobs.com, click "Internship" at the top of the page, complete the application and background check, then submit to interns@gdc.ga.gov.

For more information, email Cindy Snow: Cindy.Snow@gdc.ga.gov.

REQUIREMENTS

University/College or Technical School Students
Statewide Opportunities Available
Flexible Scheduling

INTERESTED?

READY TO APPLY?

Visit GDCjobs.com to learn more
about GDC's internships and
available opportunities!



Join our team and utilize your educational knowledge
and talents in a professional work setting.

GDC INTERNSHIP RECRUITMENT

CINDY SNOW

ARNALL BUILDING-MILLEDGEVILLE

P: 478-445-1528
E: Interns@gdc.ga.gov
2271 Vinson Highway
Milledgeville, GA 31061

**Join Our
Team Today**

Visit our website:
www.GDCJOBS.com
or contact us for more
information.



www.gdc.ga.gov

GDC INTERNSHIP RECRUITMENT

CINDY SNOW

ARNALL BUILDING-MILLEDGEVILLE

P: 478-445-1528
E: Interns@gdc.ga.gov
2271 Vinson Highway
Milledgeville, GA 31061

**Join Our
Team Today**

Visit our website:
www.GDCJOBS.com
or contact us for more
information.



www.gdc.ga.gov

GDC INTERNSHIP RECRUITMENT

CINDY SNOW

ARNALL BUILDING-MILLEDGEVILLE

P: 478-445-1528
E: Interns@gdc.ga.gov
2271 Vinson Highway
Milledgeville, GA 31061

**Join Our
Team Today**

Visit our website:
www.GDCJOBS.com
or contact us for more
information.



www.gdc.ga.gov

GDC INTERNSHIP RECRUITMENT

CINDY SNOW

ARNALL BUILDING-MILLEDGEVILLE

P: 478-445-1528
E: Interns@gdc.ga.gov
2271 Vinson Highway
Milledgeville, GA 31061

**Join Our
Team Today**

Visit our website:
www.GDCJOBS.com
or contact us for more
information.



www.gdc.ga.gov

If you are from Georgia DOC and have questions please call 866-419-8730.



Careers

Visit WellpathCare.com

Why Wellpath?

First things first, is it safe?

Working in corrections or psychiatric environments are as secure as any public hospital setting. For one, you're never alone with a patient — ever!

Our environments are tightly controlled and secure, unlike an emergency room where there's little or no knowledge of a patient's state of mind. But that's not reason alone to join Wellpath. We believe in caring for patients with compassion, respect and dignity just as we'd want if they were a member of our own families. That is what we do and we're immensely proud of the people who see past stereotypes and care for their patients. They make us all proud. Join us today.

One Team, One Mission
In Partnership
GDC and Wellpath are hiring!

- Wellpath & GDC have career opportunities for:
- * Correctional Officers
 - * Registered Nurses
 - * Licensed Practical Nurses

If you are from Georgia DOC and have questions please call 866-419-8730.



Careers

Visit WellpathCare.com

Why Wellpath?

First things first, is it safe?

Working in corrections or psychiatric environments are as secure as any public hospital setting. For one, you're never alone with a patient — ever!

Our environments are tightly controlled and secure, unlike an emergency room where there's little or no knowledge of a patient's state of mind. But that's not reason alone to join Wellpath. We believe in caring for patients with compassion, respect and dignity just as we'd want if they were a member of our own families. That is what we do and we're immensely proud of the people who see past stereotypes and care for their patients. They make us all proud. Join us today.

One Team, One Mission
In Partnership
GDC and Wellpath are hiring!

- Wellpath & GDC have career opportunities for:
- * Correctional Officers
 - * Registered Nurses
 - * Licensed Practical Nurses

Centurion is proud to be the provider
of mental health services to
the Georgia Department of Corrections.

<https://www.centurionjobs.com/behavioralhealth/jobs>



centurion™

Centurion Health contracts with state and local governments nationwide to provide comprehensive healthcare services to correctional facilities, state hospitals, and other community settings.

Our dedication to making a difference and our passionate team of the best and the brightest healthcare employees have made us one of the leaders of the correctional health industry.

Whether you are driven by purpose and impact or on a journey of professional growth, our opportunities can offer both.

Centurion is proud to be the provider
of mental health services to
the Georgia Department of Corrections.

<https://www.centurionjobs.com/behavioralhealth/jobs>



centurion™

Centurion Health contracts with state and local governments nationwide to provide comprehensive healthcare services to correctional facilities, state hospitals, and other community settings.

Our dedication to making a difference and our passionate team of the best and the brightest healthcare employees have made us one of the leaders of the correctional health industry.

Whether you are driven by purpose and impact or on a journey of professional growth, our opportunities can offer both.

Professional Development

- Supervision 1
- Supervision 2
- Supervision 3
- Management 1
- Management 2
- Management 3
- Sergeant's Academy
- Professional Management Program
- Deputy Warden's Academies
- Warden's Pre-Command
- Command College
- POST Instructor Training

“There is not one clear path, but multiple routes to the top through professional growth and self-development.”

- GDC Employee



The Georgia Department of Corrections protects the public by operating safe and secure facilities through the development of professional staff and effective offender management.

300 Patrol Road
Forsyth, Georgia 31029
478-992-5211 (Office)
478-992-5178 (Fax)
www.GDCJobs.com

Careers in Corrections



— AT-A-GLANCE —

Applying

The GDC provides multiple pathways to apply for employment.

By visiting the websites below you can upload your resume, submit an application, and be on your way to a career in corrections.


GDCjobs.com


LinkedIn


Facebook CareerHub


Team Georgia


Indeed

Applications must be received within the dates posted on the job announcement.

BENEFITS

- Advancement & Career Track
- Health & Dental Insurance
- 401K Retirement Plan
- Paid Sick Leave
- Paid Holidays
- Paid Training



SCAN FOR MORE INFORMATION:
GDCJobs.com

Job Opportunities

The possibilities are endless...

Administration

- Administrative Opportunities
- Administrative Assistant
- Administrative support
- Business Support Analyst
- HR Tech
- HR Tech Supervisor

Finance

- Accountant
- Budget Analyst
- Financial Analyst
- Payroll Specialist

Executive Operations

- Attorney
- Communication Specialist
- Criminal Investigator
- Canine Handler
- Director
- Inspector
- Public Safety Trainer Instructor
- Special Agent

Health Services

- Dental Hygienist
- Nurse

Facilities

- Activity Therapist
- Correctional Emergency Response Team
- Construction Specialist
- Correctional Officer 1
- Correctional Officer 2
- Counselor
- Deputy Warden
- Field Training Officer
- Food Service
- General Trades Tech
- General Trades Tech Supervisor
- Information Technologist
- Interdiction Response Team
- Lieutenant
- Management
- Maintenance Engineer
- Sergeant
- Transfer Officer
- Unit Manager
- Warden

Inmate Services

- Chaplain
- Education Specialist
- Librarian
- Program Specialist

The GDC offers many job opportunities including but not limited to those listed above.



PREPARING TODAY'S EMPLOYEE FOR
TOMORROW'S OPPORTUNITIES



CAREERS IN CORRECTIONS

Visit our website
www.GDCJobs.com to see
available positions in the
following categories:

Law Enforcement
Counseling
Administration
Medical
Food Service
Maintenance
Education
Recreation



www.GDCJobs.com

MISSION: The Georgia Department of Corrections protects the public by operating safe and secure facilities through the development of professional staff and effective offender management.

MINIMUM QUALIFICATIONS

Applicants for Correctional Officer positions must meet the minimum job requirements listed below and pass the POST Entrance Exam to be considered eligible for employment:

- At least 18 years old
- High School Diploma/GED
- US Citizenship
- No Felony Convictions/ Misdemeanor of Domestic Violence
- Pass drug test
- Physical Exam
- Valid Driver's License

BENEFITS

The Georgia Department of Corrections offers an attractive entry-level salary and benefits package to its employees. Benefits include:

- Health Insurance
- Dental/Vision Insurance
- Legal Insurance
- Retirement Plan
- Paid Leave
- 13 Paid Holidays Per Year
- Short & Long Term Disability Insurance
- Military On-Job-Training Program
- Health Savings Account
- Direct Deposit
- Long Term Care Insurance
- 401K or 457 Plans
- Credit Union
- Life Insurance
- Accidental Death & Dismemberment Insurance

FITNESS STANDARDS

Applicants applying for POST-certified positions with GDC must meet these pre-employment physical fitness standards.

MALE

- 8 push-ups in one minute
- 12 sit-ups in one minute
- 16-minute mile

FEMALE

- 4 push-ups in one minute
- 8 sit-ups in one minute
- 16-minute mile

Join Our Team Today

Visit our website: **www.GDCJobs.com**
or contact us for more information.



www.gdc.ga.gov

FAQs

- How do I find out what jobs are open?
 - Go to GDCjobs.com
- What do Correctional Officers Do?
 - There are many different positions within a facility for officers:
 - Perimeter Control – rides in a vehicle and patrols the perimeter
 - Front Gate – controls keys, allow people into the facility
 - Main Control – calls for counts, watches cameras, allows people further into the facility
 - Dorm Control – supervises offenders in the dorms
 - Medical Officer – assures offenders get to appointments
 - Gym Officer – supervises offenders in the gym
 - Segregation/Isolation – oversees offenders in lock down
 - Education Officer – assures offenders get to classes
- How do I go about applying to be a Correctional Officer?
 - Go to GDCjobs.com and fill out an application
 - Go to any facility and fill out an application
- What if I fail the Accuplacer test?
 - The Accuplacer can be retaken anytime
- How long does it take to get a job as a Correctional Officers?
 - We have one-stop-shops where you can be given a provisional offer the same day
 - The hire date depends a lot on when you can get all the paperwork in to us
- What are the minimum qualifications for a Correctional Officer?
 - High School diploma or GED
 - No felony convictions
 - Pass a physical test consisting of sit-ups, pushups and running a mile
 - Pass the Accuplacer Test
 - Pass the Integrity Test
 - Pass a drug screen
- How long does it take to become a Correctional Officer?
 - You remain a cadet until you have successfully passed Basic Correctional Officer Training
 - Basic Correctional Officer Training is scheduled soon after you are hired
- How physically capable do I have to be to become a Correctional Officer?
 - Males must complete 8 pushups, 12 sit-ups and a 16-minute mile
 - Females must complete 4 pushups, 8 sit-ups and a 16-minute mile
- How long is the Basic Correctional Officers Training?
 - Five weeks

- Where and when do I have to go for Correctional Officer training?
 - Training is scheduled soon after your hire date
 - The training is located at State Offices South at Tift College
- Do I have to pay for Basic Correctional Officer Training?
 - No, the agency incurs the cost for this training
- Do I go to school immediately?
 - Soon after hire, depending on the schedule of training
- How many hours a week do Correctional Officers work?
 - Correctional Officers work a 28-day cycle, during which they work 14 of the 28 days
- What are the work hours?
 - Correctional Officers work 12-hours shifts
 - Typically, a new officer will work night hours
- How much is a Correctional Officer paid?
 - In a level 5 facility, officers start at \$41,844
 - In a level 3 facility, officers start at \$38,040
- What are the negative parts about becoming a Correctional Officer?
 - Being away from family for five weeks during training; however, you do go home on weekends
 - Working with offenders with violent pasts that may conflict with your beliefs
- Do I still have to go through Georgia's Basic Correctional Officer training if I'm POST certified in another state?
 - Yes, because the requirements may be different
- Can I still become a Correctional Officer if I don't have my high school diploma or GED?
 - No, that is a requirement of the job
- What if I move and want to go to another facility?
 - If it can be accommodated, and is approved, a transfer can happen
- When do I get my first paycheck?
 - Paychecks are administered on the 15th and the last day of the month
 - Everyone is paid "current" so you will receive your first check on one of these days
- What do I need to wear when I come to work?
 - Cadets wear khaki pants and a black polo shirt
- I am in the reserve, how does that work?
 - GDC recognizes the schedule of the reserves
- What benefits do you offer? (Will I have insurance?)
 - Health, Dental, Life, AD&D, Vision, Legal Insurances
 - Short-term and Long-term Disability
 - Health Savings Account
 - Long-term Care Insurance
 - Specified Illness Insurance
 - Retirement

- 401(k) and 457 Plans
- Optional Private Insurance Plans
- 12 Paid Holidays per year
- Up to 15 days of Annual Leave per year
- Up to 15 days of Sick Leave per year
- Paid Training
- Direct Deposit
- State Employee Credit Union
- Path2College 529 Plan
- Correctional Peace Officers Foundation
- Montgomery GI Bill Program
- If applicable, Peace Officer Annuity and Benefit Fund, Police Benevolent Association of Georgia, State of Georgia Indemnification Program

Instructions & Requirements for Applying for a Job with GDC

Application Instructions

All vacancy announcements for the Georgia Department of Corrections (GDC) will be posted on GDCJobs.com. This site is updated daily. Each vacancy announcement listed at this site will include a contact person with a phone number, fax number, physical mailing address and/or e-mail address for that contact person. You will apply directly to that location/contact person in order to apply for a specific vacancy.

In order to apply for a job with GDC, **all applicants** will do the following:

1. View the vacancy announcements on GDCJobs.com and determine which jobs and/or locations you wish to be considered for employment.
2. Determine whether you meet the minimum qualifications for the job(s) in which you are interested in applying. The minimum qualifications are the first measure of qualification for a specific job and will determine whether your application will be further considered for that job.
3. Click on the Apply Now to send your application directly to the facility or you may choose to do one of the following: Send your application or resume to the attention of the contact person via e-mail, fax or physical mailing address within the application period indicated in the announcement. Applications received after the closing date will not be accepted. You may also contact the contact person to ask questions about the job and to ask any questions you may have concerning the application process.
4. If further information is needed to complete your application, you will be contacted by the contact person for that job announcement or work location.

It is important that you send your application directly to the contact person and/or location in the vacancy announcement. Applications sent to another location will not be forwarded and may result in you not being considered for jobs in which you intended to submit an application.

Georgia Department of Corrections
300 Patrol Road Forsyth, Georgia 31029
Employment Opportunities & Verification:
478-992-5211

Human Resources
Employment Services
Georgia Department of Corrections
300 Patrol Road; PO Box 1529
Forsyth, GA 31029

Correctional Officer Applicant Information & Requirements

Required Documentation:

- A completed State of Georgia Application for Employment
- High School Diploma or state issued GED Certificate (Sealed/Certified copy of High School Transcripts)
- Social Security Card or other official document to establish employment eligibility
- Birth Certificate or other recognized proof of birth
- Valid Driver's License or other official document to establish identity
- DD214 or equivalent (if applicable)
- Selective Service Registration Card or proof of being exempt from registration (male applicants only between 18 and 26 years of age)

Minimum Eligibility Requirements:

- At least 18 years of age
- A US Citizen
- High School diploma or state issued GED Certificate (Sealed/Certified copy of High School Transcripts)
- Possess good moral character
- Complete a personal interview
- Free from any physical, emotional or mental condition which might adversely affect exercising the essential tasks or duties of a peace officer
- Successfully complete the POST Entrance Examinations (Accuplacer) (A college degree can be substituted)
- No felony convictions, misdemeanor of domestic violence or multiple misdemeanors

Minimum Physical Requirements:

- Female applicants: 4 pushups in one minute, 8 sit-ups in one minute and run one mile in 16 minutes or less
- Male applicants: 8 pushups in one minute, perform 12 sit-ups in one minute, and run one mile in 16 minutes or less
- Be physically capable of carrying out the duties of his or her appointment

- **Vision** -- minimum vision of 20/40 in each eye, corrected or uncorrected (with or without glasses or contact lenses). Adequate depth perception and the ability to distinguish colors
- **Peripheral vision** -- at least 70 degrees in each eye
- **Hearing** -- Hearing loss no greater than 24dB (decibels) for the average of frequencies 500Hz, 1000Hz, 2000Hz, and 3000Hz in the better ear, unaided (without a hearing aid) or aided (with a hearing aid)

GDC Requirements:

- Must successfully meet all the requirements of the Peace Officer Standards & Training Council (POST)
- Receive POST Certification

NOTE: Applicants who do not meet the Minimum Qualifications, cannot become a GDC Correctional Officer

Employment Information:

All applicants must be willing to work any shift. Shift assignments are not permanent and are subject to change. Applicants must be willing to:

- Have a criminal background investigation
- Have a pre-employment drug screening
- Take and pass the POST Entrance Exam (Accuplacer Test). Accuplacer scores must be in a sealed envelope confirming passing Accuplacer scores. (A college degree can be substituted)
- Take and pass an online GDC integrity test (only available from GDC Human Resources)
- Complete medical examination (Paid for by GDC if they use one of the GDC contracted facilities)

If hired, employee must:

- Provide drivers history for past seven years if they have possessed a license in any state other than Georgia
- Attend Five-week Basic Correctional Officer Training course
- Become POST certified



STATE OF GEORGIA
APPLICATION FOR EMPLOYMENT
An Equal Opportunity Employer

Daytime Telephone Number				E-mail Address			
Last Name				First Name		Middle Init.	
Street or Mailing Address						Apartment No.	
City			State	Zip Code	County		

EMPLOYMENT ELIGIBILITY: To be employed by the State of Georgia, you must meet certain State and Federal employment eligibility requirements. These include (but are not limited to) United States citizenship or authorization to work in this country, positive rehire status if previously employed by the State, and no felony convictions (for some jobs). Please answer the following questions.

1. Are you a United States citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO	2. Are you an alien authorized to work in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	3. Have you ever been dismissed from any State of Georgia government position? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation.	4. Have you ever been convicted of a felony? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, attach an explanation.
-------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------

TYPE OF WORK: JOB TITLE AND JOB CODE REQUIRED. If you do not know the correct job titles, information is available at the various State of Georgia agency personnel offices, the Georgia Merit System Office in Atlanta, the Georgia Department of Labor Career Centers, or on the jobsite.org.

Specific Job Title Sought	Job Code	Specific Job Title Sought	Job Code
1.		2.	

EDUCATION:

High School Graduate or Equivalent (GED)? <input type="checkbox"/> Yes <input type="checkbox"/> No	Vocational/Business School:	No. of Months:	Field of Study:	Completed: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: (Mo/Yr)					
PLEASE LIST EXACT COLLEGE HOURS:		CREDIT RECEIVED		TYPE OF DEGREE	DATE DEGREE COMPLETED				
COLLEGES/UNIVERSITIES	CITY and STATE	Qtr Hrs	Sem Hrs	Major	Hrs	Minor	Hrs	(BA/BS/MA/PhD)	(Mo./Yr.)

LANGUAGE SKILLS: Check any which apply to you. Multilingual (Specify languages) _____ Sign Language

GEORGIA LICENSES AND CERTIFICATIONS:

Type of License/Certificate	License/Certificate Number	Expiration (Mo./Yr.)	Specialization/Endorsements
Current Valid Driver's License <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Valid Commercial Driver's License (CDL): Class (Check One): <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
Teacher Certified in Georgia: Type of Certificate Held:			
Georgia Peace Officer Standards and Training Certificate (POST)			
Other Professional License/Certificate: _____			

CERTIFICATION: Read carefully before signing and dating. Unsigned applications will not be processed.
 I certify that all information on this application is correct. I authorize any agent or employee of the State to verify this information and to release it to anyone who may consider me for appointment. I understand that intentionally providing false information on this form or attachments is a violation of state law. I also understand that applications submitted electronically, via e-mail or similar media, are not valid unless I enter my name in the signature field below and such action shall constitute an electronic signature. I further certify that either: 1) I have not been convicted of a drug-related criminal offense; or 2) if I have been convicted of a drug-related criminal offense, it has been more than three (3) months since my first conviction, or more than five (5) years since a second or subsequent conviction (O.C.G.A. 45-23 et. Seq.).

Signature: _____ Date: _____

WORK HISTORY: Describe your work history below beginning with your current or most recent job. Include military and volunteer experience. If you worked for the same employer but held different jobs describe each separately. Describe in detail the specific duties beginning with your primary duties. If you need more space, print out the supplemental work history page and attach to the application. Failure to give complete and detailed information regarding each job held may result in your disqualification from employment consideration. You may submit a resume to document your work background. However, if the resume does not contain all the information requested in the Work History section, please fill in that information on the application.

Current or Last Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		

Describe in detail your job duties.

Related Computer Skills:

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		

Describe in detail your job duties.

Related Computer Skills:

Employer:			Your Job Title:		
Address			From (mo/yr)	To (mo/yr)	Hours per Week:
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid		Annual Salary
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()
Reason for Leaving			# and types of employees you supervised:		

Describe in detail your job duties.

Related Computer Skills:

This page is provided as a supplement to the State of Georgia Application. Please complete the Application and provide additional work history in the following space. Work history will not be evaluated if not attached to the State of Georgia Application.

Daytime Telephone Number				E-mail Address			
Last Name:		First Name:		Middle Init:			
Employer:			Your Job Title:				
Address			From (mo/yr)	To (mo/yr)	Hours per Week:		
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid			Annual Salary	
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()		
Reason for Leaving			# and types of employees you supervised:				
Describe in detail your job duties.							
Related Computer Skills:							

Employer:			Your Job Title:				
Address			From (mo/yr)	To (mo/yr)	Hours per Week:		
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid			Annual Salary	
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()		
Reason for Leaving			# and types of employees you supervised:				
Describe in detail your job duties.							
Related Computer Skills:							

Employer:			Your Job Title:				
Address			From (mo/yr)	To (mo/yr)	Hours per Week:		
City	State	Zip Code	Check all that apply: <input type="checkbox"/> Volunteer <input type="checkbox"/> Intern <input type="checkbox"/> Paid			Annual Salary	
Your Supervisor's Name and Title			May We Contact Employer? <input type="checkbox"/> YES <input type="checkbox"/> NO		Your Supervisor's Phone Number ()		
Reason for Leaving			# and types of employees you supervised:				
Describe in detail your job duties.							
Related Computer Skills:							

STATE OF GEORGIA EMPLOYMENT AVAILABILITY CODES

For the job(s) listed on page 1, please select the county or counties in which you are willing to work. You may choose up to ten (10) counties, or choose to be available for all counties by marking "Statewide" (160). For your convenience, the counties have been sorted alphabetically by geographical region.

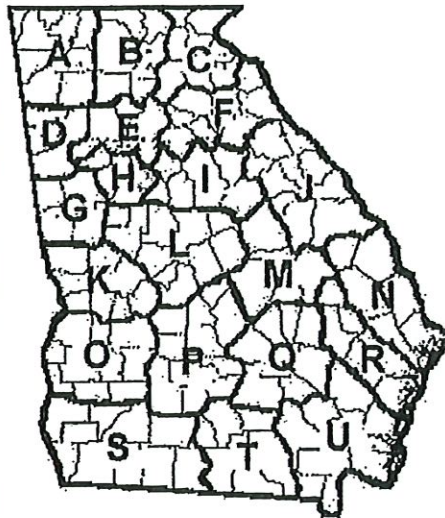
Where do you want to work? List up to ten (10) counties in the blanks below. Use the <i>three digit number codes</i> listed next to each County.									
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Metro Atlanta Regions

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>N Metro Atlanta (E)
 033 Cobb
 044 DeKalb
 048 Douglas
 060 Fulton
 067 Gwinnett
 122 Rockdale</p> | <p>S Metro Atlanta (H)
 031 Clayton
 056 Fayette
 060 Fulton
 075 Henry
 126 Spalding</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

North Georgia Regions

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Rome Area (A)
 008 Bartow
 023 Caloosa
 027 Chattooga
 041 Dade
 057 Floyd
 064 Gordon
 105 Murray
 146 Walker
 155 Whitfield</p> <p>N Central GA (B)
 028 Cherokee
 042 Dawson
 055 Fannin
 058 Forsyth
 061 Gilmer
 093 Lumpkin
 112 Pickens
 144 Union</p> | <p>NE GA (C)
 006 Banks
 059 Franklin
 68 Habersham
 69 Hall
 119 Rabun
 127 Stephens
 139 Towns
 154 White</p> <p>W GA (D)
 022 Carroll
 071 Haralson
 110 Paulding
 115 Polk</p> <p>Athens Area (F)
 007 Barrow
 029 Clarke
 052 Elbert
 073 Hart
 078 Jackson
 095 Madison
 108 Oconee
 109 Oglethorpe
 147 Walton</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



Central Georgia Regions

- | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>LaGrange Area (G)
 038 Coweta
 074 Heard
 099 Meriwether
 141 Troup</p> <p>Covington Area (I)
 018 Butts
 066 Greene
 070 Hancock
 079 Jasper
 104 Morgan
 107 Newton
 117 Putnam</p> <p>Columbus Area (K)
 (J) 026 Chattahoochee
 072 Harris
 094 Macon
 096 Marion
 106 Muscogee
 123 Schley
 130 Talbot
 133 Taylor</p> | <p>Middle GA (L)
 005 Baldwin
 011 Bibb
 039 Crawford
 076 Houston
 084 Jones
 085 Lamar
 102 Monroe
 111 Peach
 114 Pike
 143 Twiggs
 145 Upson
 158 Wilkinson</p> <p>Augusta Area
 017 Burke
 036 Columbia
 062 Glascock
 081 Jefferson
 090 Lincoln
 097 McDuffie
 121 Richmond
 131 Taliaferro
 149 Warren
 157 Wilkes</p> <p>Dublin Area (M)
 053 Emanuel
 083 Johnson
 087 Laurens
 140 Treutlen
 150 Washington</p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

South Georgia Regions

- | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Savannah Area (N)
 15 Bryan
 16 Bulloch
 025 Chatham
 051 Effingham
 082 Jenkins
 124 Screven</p> <p>Albany Area (O)
 019 Calhoun
 030 Clay
 047 Dougherty
 088 Lee
 118 Quitman
 120 Randolph
 128 Stewart
 129 Sumter
 135 Terrell
 152 Webster</p> <p>Tifton Area (P)
 009 Ben Hill
 012 Bleckley
 040 Crisp
 45 Dodge
 46 Dooly
 077 Irwin
 116 Pulaski
 137 Tift
 142 Turner
 156 Wilcox
 159 Worth</p> <p>Baxley Area (Q)
 001 Appling
 003 Bacon
 034 Coffee
 080 Jeff Davis
 103 Montgomery
 134 Telfair
 138 Toombs
 153 Wheeler</p> | <p>Reidsville Area (R)
 021 Candler
 054 Evans
 089 Liberty
 091 Long
 098 McIntosh
 132 Tattnall</p> <p>SW GA (S)
 004 Baker
 014 Brooks
 035 Colquitt
 043 Decatur
 049 Early
 065 Grady
 100 Miller
 101 Mitchell
 125 Seminole
 136 Thomas</p> <p>Valdosta Area (T)
 002 Atkinson
 010 Berrien
 032 Clinch
 037 Cook
 050 Echols
 086 Lanier
 092 Lowndes</p> <p>SE GA (U)
 013 Brantley
 020 Camden
 024 Charlton
 063 Glynn
 113 Pierce
 148 Ware
 151 Wayne</p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Statewide

160 Statewide You will be considered for vacancies in ALL counties of the State. Please only choose Statewide if you are seriously considering relocating to any county in the State. Also be aware that relocation at your own expense may be necessary.

EVALUATION PROCEDURES

Written Tests: To obtain a job in certain fields, such as criminal justice and secretarial, you must pass a written and/or performance test. The tests are offered on the following basis. Proper identification with your picture and signature, such as a driver's license, is required for admission to all examinations.

Walk-in Examinations: Tests are offered on selected days in Atlanta only on a walk-in basis. If you wish to test in Atlanta, apply online or bring a completed application with you. Some testing outside of Atlanta is also done on a walk-in basis. The "Walk-In Testing Schedule" is available on our Web site at thejobsite.org. You may also call (404) 656-2724 and request a copy of this schedule.

Scheduled or Reserved Seating Examinations: Written tests are offered on certain Saturdays in selected cities. If you request a scheduled examination and your application is approved, you will receive an admission slip by mail for the next available test session showing the address of the testing center you have chosen and the date and time of your appointment. This may take a month or longer due to limited seating.

Select ONE city where you wish to take a written test on Saturday:

- Americus - [Y]
 Augusta - [S]
 Gainesville - [F]
 Milledgeville - [M]
 Rome - [E]
 Savannah - [H]
 Thomasville - [U]
 Waycross - [L]

Retest Policy: Your score will normally remain on the list of available applicants for six months from the date of your examination (and, in many cases, you may also extend your score for an additional six months). Generally, you can apply to be evaluated or to take a written test for the same job only three times in one year, with a minimum 30 day waiting period between examinations. Upon re-examination, the higher of your scores will generally be kept. The lower score will not be accessible to employing agencies.

ACCOMMODATIONS FOR APPLICANTS WITH DISABILITIES

For Merit System Walk-in or Scheduled testing purposes only, do you require special examination accommodations because of a disability? If so, attach a note to this application asking us to call. **PRIOR ARRANGEMENTS ARE NECESSARY.** Note that in order to receive accommodations for testing, you must (1) tell the Merit System you need an examination accommodation at least one (1) day **PRIOR** to the test; (2) have the accommodation authorized **BEFORE** being tested; and (3) provide documentation to show the need for the accommodation (if requested by the Merit System). If you have questions about the examination procedure for applicants with disabilities, you may call the Georgia Merit System at (404) 656-2728 (TTY available) or the Georgia Relay Service at 7-1-1.

Training and Experience Ratings: If you apply for a job that does not require a written test, your evaluation will be based on the experience, education, and training you describe on your application. You will also be evaluated on any supplemental information you may be asked to provide.

VETERAN'S PREFERENCE: The laws of the State of Georgia require that points be added to passing examination scores for certain veterans and combat troops of the Armed Forces of the United States. The following types of preference are currently granted. If you want to apply for Veteran's Preference, check the type below and attach copies of the appropriate document(s) to your application. Copies cannot be returned. (SPB 16.102)

- VETERAN; DD214 showing dates of service and type of discharge
 DECEASED VETERAN'S SPOUSE; DD214; marriage certificate; veteran's death certificate or casualty report
 DISABLED VETERAN; DD214; certificate of service-connected disability (at least 10%) from the V.A. dated within the last 6 months
 DISABLED VETERAN'S SPOUSE; DD214; marriage certificate; disabled veteran's documents dated within last 6 months (veteran must have 100% disability)

How You Heard About The Job:

- Walk-in
 College/University
 Technical School
 Employee Referral
 thejobsite.org
 Newspaper
 State Agency Web Site
 Other Internet Source
 DOL Career Center
 Other _____

Date: _____ **Requisition Number (for announced jobs only):** _____

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The information you give in this section is optional. It is used by the Georgia Merit System and other state agencies to comply with Federal guidelines for monitoring the equal employment opportunity efforts of the State of Georgia.

Last Name _____ **First Name** _____ **MI** _____

Ethnic Background (Check One):

1. Native American
 2. White, not of Hispanic origin
 3. Hispanic
 4. Black, not of Hispanic origin
 5. Asian/Pacific Islander
 6. Multi-racial
 7. Other

Gender

- (Check One):**
 Male
 Female

Birth Date

MO DAY YR

--	--	--

Birth Date - Required for some law enforcement jobs.

For Agency Use



Correctional Officer Testing Information

ALL Correctional Officer Applicants must pass the POST Entrance Exam (Accuplacer Test) to be considered for employment opportunities.

Vacancy Information is located on the GDC Employment website at jobs.gdc.ga.gov.

POST Entrance Examination (Accuplacer Test)

On December 10, 2008, POST Council adopted the ASSET and COMPASS test as the official POST Entrance Examination (Accuplacer). Therefore, effective March 1, 2016, the official entrance exam will be the Accuplacer test required for admission to the Technical College System of Georgia colleges. When an individual passes the required POST entrance exam (Accuplacer), the individual has met the state requirement for the POST certification application process. Individuals may test at any Technical College System of Georgia location, and details on how to schedule an appointment to take one of these tests are available from these locations. The POST entrance exam access form will be required to take this exam for the purpose of attending any basic law enforcement course, and this form may be obtained from the POST web site. Please be aware that if an individual can prove successful completion of other college admission tests which are provided at the end of this notice, they will be deemed to have satisfied the requirements of the POST Entrance Examination (Accuplacer). Applicants obtaining a passing score on the POST Entrance Exam (Accuplacer) may be considered for Correctional Officer vacancies.

The POST Entrance Examination (Accuplacer) consists of two sections:

- **Reading Comprehension** - The ACCUPLACER Reading Comprehension section of the exam consists of 20 questions which test your ability to identify the differences between main ideas and supporting ideas and understand direct statements, inferences, and applications within a literary text.
 - **Sentence Skills** - The Sentence Skills section of the ACCUPLACER exam consists of 20 questions that test your knowledge of syntax, specifically targeting the ability to recognize complete sentences, identify coordinate and subordinate clauses, and use clear sentence logic.
- Information to bring to the POST Entrance Examination (Accuplacer):
- Applicants should bring a government issued ID card (Driver's License).

POST Entrance Exam (Accuplacer) Results

Below are the minimum scores required for satisfying OCGA § 35-8-8 regarding completion of the POST entrance examination (Accuplacer test). Both sets of scores will be valid.

Reading Comprehension 55 Sentence Skills 60

Next Gen Reading Comprehension 224

Next Gen Sentence Skills 236

Please note: TCSG may charge a fee for taking the test. The fee ranges from \$15.00 to \$25.00 based upon the school. POST has no authority to regulate this.

Exceptions: There are only three certifications that will allow someone to not have to take the POST Entrance Exam (Accuplacer test): Basic law enforcement (PBLE), Corrections Officer (PBCO) and Probation Officer (PBPO).

POST Entrance Exam (Accuplacer) Re-testing:

The re-test policy allows applicants to take the POST Entrance Exam (Accuplacer) **after 1 day**.

POST Entrance Exam Results

Below are the minimum scores required for satisfying OCGA § 35-8-8 regarding completion of the POST entrance examination.

	Sub-Test	Scaled Score
TEST		
	Next Gen Accuplacer Reading	224
	Writing	236



COMPASS	Reading	70
	Writing	32
	Numerical *	26
SAT	Verbal or Critical Reading	430
	Math	400
ACT	Verbal or English & Reading	18
	Math	16
CPE	Reading	75
	Math	75
	English	75

* Score is used for evaluation purposes only and does not determine whether a candidate successfully passes the exam. Persons attending a BLETC at one of the Technical Colleges in Georgia are required to achieve this minimum score.

POST ENTRANCE EXAM (ACCUPLACER) TESTING LOCATIONS

POST Entrance Exam (Accuplacer) testing locations can be found in the Employment Testing Information section of this website.

NOTE: Testing varies by location, please contact the test location directly to get testing information, directions, etc.

GEORGIA DEPARTMENT OF CORRECTIONS
CRIMINAL/DRIVER HISTORY CONSENT FORM

I hereby authorize the Georgia Department of Corrections to receive all criminal history information pertaining to me anytime during the course of my employment with the Department.

I understand that convictions revealed from these background investigations may impact my certification with P.O.S.T. and my employment with the Department.

Please Print

Full Name: _____
(Last) (First) (Middle)

Address: _____
(Street)

(City) (State) (Zip)

Telephone #: (Where you can be reached between 8:00 am and 4:00 pm) _____

Social Security #: _____ **Driver's License # & State:** _____

Date of Birth: _____ **Place of Birth:** _____
(mm/dd/yy) (City) (State) (Country)

Race: _____ **Sex:** _____ **Height:** _____ **Weight:** _____ **Eyes:** _____
Hair: _____

Signature: _____

Date: _____

One of the following must be checked:

This authorization is valid for 90/180/_____ (circle one) days from date of signature.

I, _____ give consent to the above named to perform periodic criminal history background checks for the duration of my employment with this agency.

Retention Schedule: Upon completion, this form shall be retained for two (2) years in hiring/selection packet; if hired and retained permanently in local and official personnel file.

JOB PREVIEW FORM (For Correctional Officer Jobs)

A Correctional Officer often has to do things that many people would find unpleasant, either physically or mentally. In the past, many people have taken the job of Correctional Officer without considering the requirements of the job.

Below is a list of requirements that Correctional Officers must be willing to do on the job. **CAREFULLY** consider whether **YOU** are willing to do **EVERYTHING** listed, if offered a job as a Correctional Officer. For each job requirement on the list, place an "X" in the "YES" column if you are willing and "NO" if you are not willing.

YES	NO	ARE YOU WILLING TO:
<input type="checkbox"/>	<input type="checkbox"/>	Work any shifts to include nights, days, weekends and holidays?
<input type="checkbox"/>	<input type="checkbox"/>	Work every weekend, with your regular off days during the week?
<input type="checkbox"/>	<input type="checkbox"/>	Work all holidays (Christmas, MLK Jr. Day, etc.) which are not on your regular off day?
<input type="checkbox"/>	<input type="checkbox"/>	Work more than scheduled hours to include extra shifts?
<input type="checkbox"/>	<input type="checkbox"/>	Wear a uniform to work each day?
<input type="checkbox"/>	<input type="checkbox"/>	Follow a dress code, which includes restrictions on hair length and facial hair?
<input type="checkbox"/>	<input type="checkbox"/>	Be fingerprinted and have your background checked through the FBI and other law enforcement agencies during pre-employment screening and at any time during employment?
<input type="checkbox"/>	<input type="checkbox"/>	Provide a Driver's History for the past seven years at your own expense?
<input type="checkbox"/>	<input type="checkbox"/>	Have a urine test to screen for use of illegal drugs both before and after being hired, with the understanding that any positive findings will result in adverse action?
<input type="checkbox"/>	<input type="checkbox"/>	Have a physical examination by a physician, at your own expense, if offered employment?
<input type="checkbox"/>	<input type="checkbox"/>	Work in areas where you are in close contact with prisoners who are sick and may have contagious diseases?
<input type="checkbox"/>	<input type="checkbox"/>	Work in a locked area with prisoners who are guilty of violent crimes (murder, rape, etc.) and/or who may be mentally ill?
<input type="checkbox"/>	<input type="checkbox"/>	Give first aid, including CPR, to prisoners who injured or seriously ill (HIV, AIDS, Hepatitis, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	Work in a situation where you are cursed and/or physically threatened by prisoners?
<input type="checkbox"/>	<input type="checkbox"/>	Maintain your professional composure if bodily fluids were thrown on you?
<input type="checkbox"/>	<input type="checkbox"/>	Search (pat frisk) people, regardless of their sex, for things they are not allowed to have; and visually search (strip search) the body cavities of prisoners the same sex as you for prohibited items?
<input type="checkbox"/>	<input type="checkbox"/>	Live for five (5) weeks, away from home, paid by the state, while attending training, returning home only on weekends?
<input type="checkbox"/>	<input type="checkbox"/>	Use firearms, including shooting an escaping prisoner (possibly to death), if necessary?
<input type="checkbox"/>	<input type="checkbox"/>	Risk your personal safety to rescue a fellow Correctional Officer or a prisoner from attack?
<input type="checkbox"/>	<input type="checkbox"/>	Report a fellow law enforcement officer who is breaking rules and regulations?

IF YOU ANSWERED "NO" TO ANY QUESTION, YOU CANNOT BE CONSIDERED FOR A JOB AS A CORRECTIONAL OFFICER AND THE INTERVIEW PROCESS WILL NOT CONTINUE. A CORRECTIONAL OFFICER MUST BE WILLING TO DO ALL OF THE ABOVE REQUIREMENTS OF THE JOB.

Print Name: _____

SS#: _____

Signature: _____

Date: _____

GEORGIA DEPARTMENT OF CORRECTIONS
Applicant Verification

Name: _____

Position#: _____ Position Location: _____

Provided Essential Job Functions for Position Title: _____

At Interview:
(completed by Applicant – Please carefully read and initial all applicable statements.)

_____ Essential Job Functions: I verify that I have read and understand all of the Essential Job Functions and Basic Training functions, if applicable, related to the position indicated above. I further verify that I can perform the Essential Job Functions with or without reasonable accommodation.

_____ PREA Prohibitions: The Georgia Department of Corrections (GDC) must adhere to the United States Department of Justice Final Rule on the “National Standards to Prevent, Detect, and Respond to Prison Rape Under the Prison Rape Elimination Act (PREA) Standards” at 28 C.F.R. Part 115 Docket No. OAG-131. GDC may not hire or promote anyone who may have contact with inmates, residents or offenders under supervision who answers “Yes” to any of the following questions:

1. Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution? Yes No
2. Have you ever been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, or coercion, or if the victim did not consent or was unable to consent or refuse? Yes No
3. Have you been civilly or administratively adjudicated to have engaged in the activities described? Yes No

I acknowledge and understand that should I become subject to the PREA prohibitions in my current position or any subsequent departmental position I may hold, I will notify departmental management within twenty-four hours of my involvement in any of the above. I understand the Department has the authority to conduct random criminal background checks to ensure compliance with these federal standards in relation to the Department’s employment practices. Further, I understand that if I am subject to the PREA Prohibitions and answer “yes” to any of the above questions, I may be subject to termination of employment. In addition, if I falsely respond to the questions regarding PREA Prohibitions, I will be subject to termination or disqualification for employment.

Signature: _____ Date: _____

At Conditional Offer of Employment:
(Completed by Applicant)

I verify that I have read and understand all of the Essential Job Functions and Basic Training Functions, if applicable, related to the position indicated above. I further verify that I can perform the Essential Functions (Check ONLY one box):

- with reasonable accommodation without accommodation

Signature _____ Date _____

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I do hereby authorize a review and full disclosure of all records concerning myself to any duly authorized agent of the Office of Professional Standards, whether such records are of a public, private, or confidential nature.

The intent of this authorization is to give my ongoing consent for full and complete disclosure of all records of my driver's history, criminal history, educational background, military personnel records, records of military service, records of financial or credit institutions (including records of loans), records of commercial or retail credit agencies (including credit reports and/or rating), records of the Georgia Department of Revenue, and any other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veterans Administration; employment and pre-employment records (including background reports, polygraph reports and charts, efficiency ratings, complaints or grievances filed by or against me), and records of local, state, and federal criminal justice agencies.

I understand that any information obtained by a personal history background investigation, which is developed directly or indirectly, in whole or in part, upon this release authorization, will be used in determining my suitability and continuing suitability for employment. I authorize the disclosure of the aforementioned personal information to any person(s) deemed by the Office of Professional Standards to be a participant in the determination process of employment suitability. I also certify that any person(s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person(s) from any and all liability which may be incurred as a result of furnishing such information.

A photocopy of this release form will be as valid as the original form, even though the photocopy does not contain my original signature.

I have read and fully understand the contents of this Authorization for Release of Personal Information Document.

Full Name Printed	Signature
Street Address	Date
City/State/Zip	Sex Race
Social Security Number	Date of Birth & Driver License Number/State



GEORGIA DEPARTMENT OF CORRECTIONS

300 PATROL ROAD | FORSYTH, GA | 31029



BRIAN P. KEMP
GOVERNOR

TYRONE OLIVER
COMMISSIONER

APPLICANT INFORMATION

As a part of your employment with the Georgia Department of Corrections you are required to accurately complete the information below.

_____ *Last Name, First Name* _____ *Date* _____ *Facility*

Contact Number: _____ Home/Alternate Number: _____

Address: _____
Street _____ *City* _____ *State* _____ *Zip Code*

Email Address: _____

SOCIAL MEDIA ACCOUNTS

List all Social Media Accounts that you possess below.

FACEBOOK YES NO _____
Username as it appears

INSTAGRAM YES NO _____
Username as it appears

TWITTER YES NO _____
Username as it appears

ADDITIONAL INFORMATION

Do you have any relatives are currently employed with the Georgia Department of Corrections? YES NO
If you checked **YES** complete the following information below.

_____ *Relative Name* _____ *Relation* _____ *Employment Location*

_____ *Relative Name* _____ *Relation* _____ *Employment Location*

_____ *Relative Name* _____ *Relation* _____ *Employment Location*



GEORGIA DEPARTMENT OF CORRECTIONS

300 PATROL ROAD | FORSYTH, GA | 31029



BRIAN P. KEMP
GOVERNOR

TYRONE OLIVER
COMMISSIONER

APPLICANT INFORMATION

- Do you have any relatives/associates currently on Probation/Parole or in Prison? YES NO
- Do any Probationers or Parolees reside in any residence where you reside? YES NO
- Do you or have you had any communication (*phone, email, visitation*) with ANY offender? YES NO

“Offender” refers to ANYONE who has been convicted of a felony, housed in ANY prison in Georgia or any other state, or currently in Prison or on Probation/Parole.

If you checked YES to any of the above questions, complete the information below regarding your relationship and communication with offenders.

OFFENDER FIRST/LAST NAME	RELATIONSHIP	FACILITY HOUSED OR PROBATION/PAROLE	DATE LAST COMMUNICATED OR VISITED	LISTED AS CONTACT FOR OFFENDER? Yes or No

ATTESTATION

I _____ attest that the above information is true and accurate. By signing this form below, I _____ understand that my employment with the Georgia Department of Corrections can be withheld due to false information being reported.

If you attest that all information has been reported accurately, print and sign below.

_____ *Print First/Last Name* _____ *Applicant Signature* _____ *Date*

_____ *Witness (Human Resources) First/Last Name* _____ *Witness Signature* _____ *Date*