

# STEVENS CORRECTIONAL CENTER

795 VIRGINIA AVE. WELCH, WV 24801

Phone: 304-436-5420

Human Resource Phone: 304-436-5514/5515 FAX: 304-436-5516



## EMPLOYMENT APPLICATION

<b>APPLICANT INFORMATION</b> TO BE CONSIDERED FOR EMPLOYMENT, THIS APPLICATION MUST BE FILLED OUT IN IT'S ENTIRETY											
Last Name		First			M.I.		Date				
Street Address				Apartment/Unit #							
City			State			ZIP					
Phone			E-mail Address								
Date Available		Social Security No.			Desired Salary						
Position Applied for											
Can you legally work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, is it temporary?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you 18 Years Old or older?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for Stevens Correctional Center?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?			to				
Have you been convicted of a felony in the last seven (7) years?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain							
<b>EDUCATION</b>											
High School		Address									
From		to		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
College		Address									
From		to		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other		Address									
From		to		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
May we conduct a criminal background investigation on you? Yes <input type="checkbox"/> or No <input type="checkbox"/>											
<b>PERSONAL REFERENCES</b>											
<i>Please list three personal references.</i>											
Full Name		Relationship									
Company				Phone							
Address											
Full Name		Relationship									
Company				Phone							
Address											
Full Name		Relationship									
Company				Phone							
Address											

PREVIOUS EMPLOYMENT AND PROFESSIONAL REFERENCES										
Company					Phone					
Address					Supervisor					
Job Title				Starting Salary	\$			Ending Salary	\$	
Responsibilities										
From			To			Reason for Leaving:				
May we contact your previous supervisor for a reference?					YES			NO		
Company					Phone					
Address					Supervisor					
Job Title				Starting Salary	\$			Ending Salary	\$	
Responsibilities										
From			To			Reason for Leaving:				
May we contact your previous supervisor for a reference?					YES			NO		
Company					Phone					
Address					Supervisor					
Job Title				Starting Salary	\$			Ending Salary	\$	
Responsibilities										
From			To			Reason for Leaving:				
May we contact your previous supervisor for a reference?					YES			NO		
Company					Phone					
Address					Supervisor					
Job Title				Starting Salary	\$			Ending Salary	\$	
Responsibilities										
From			To			Reason for Leaving:				
May we contact your previous supervisor for a reference?					YES			NO		
Are you willing to submit to a physical and/or psychological testing?					Yes			No		
Are you willing to submit to drug screening?					Yes			No		
MILITARY SERVICE										
Branch					From			to		
Rank at Discharge										
If other than honorable, explain										
Name and phone number of spouse, significant-other or relative:										
DISCLAIMER AND SIGNATURE										
<p>I certify that my answers are true and complete to the best of my knowledge.</p> <p>If this application leads to employment, I understand that false or misleading information in my application or interview will result in my release.</p> <p>I understand that my signature on this document gives the agency permission to conduct a criminal background check, physical examination by a qualified doctor, a drug screening urinalysis by an independent laboratory or doctor and a psychological examination by a certified psychologist or a computer generated psychological evaluation. <b>The results of the criminal background check will not bar you from employment unless the conviction relates to the position for which you are applying. Psychological evaluation will be performed only after an offer of employment. Drug urinalysis is necessary. You do not have to disclose any medications you are on at the time of testing. If hired you may be asked to explain positive readings.</b></p>										
Signature					Date					

**EMPLOYMENT REFERENCE INFORMATION  
RELEASE**

TO: \_\_\_\_\_

Name: (Please Print)\_\_\_\_\_

Social Security Number:\_\_\_\_\_

Date of Birth:\_\_\_\_\_

Title of Job Applied for:\_\_\_\_\_

I am being considered for employment with the Steven's/McDowell Correctional Center, State of West Virginia. As a condition for further employment consideration, I have consented to an initial screening conducted by them.

The Steven's/McDowell County Human Resource Department may request all information it deems relevant to my eligibility to hold such a position from the above named person or firm which has been given by me as a reference. Further, I authorize the listed reference to disclose to the Steven's/McDowell County Correctional Center's Human Resource Department the appropriate responses to the attached questions. I authorize all former employers, educational institutions, governmental entities, or persons to release all legally permissible information in their possession which may be related to me to the Steven's/McDowell County Correctional Center's Human Resource Department.

I hereby waive any privilege of confidentiality with respect to any such information.

A photocopy of this authorization shall be considered as effective and valid as the original and shall remain on file at the Steven's/McDowell County Correctional Center's Human Resource Department. Please provide the requested information within 10 days of the date of this letter so that I may receive further consideration for which I am applying.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

Corrections Staff Witness: \_\_\_\_\_

Date \_\_\_\_\_