



APPLICATION INSTRUCTIONS

CAMPBELL COUNTY DETENTION CENTER

Read these instructions carefully prior to completing this application. If you have any questions about the application or the information requested please contact (859) 431-4611 prior to completion.

If you find any information requested to be objectionable or offensive to you, please state your reasons in lieu of answering question.

The Campbell County Detention Center is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in employment opportunities and benefits.

Overview of the hiring and employment process: This application is one part of a multi-step hiring and employment process. Other parts may include an interview, an employment examination or test, polygraph examination, alcohol/drug test and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, please call the administrative offices of the Detention Center at (859) 431-4611.

Prior to completing this application, please read the JOB DESCRIPTION for the position for which you are applying. All applicants need to attach the following information to their application:

1. Birth Certificate
2. High School Diploma or GED
3. Military Discharge (if applicable)
4. Driver's License

As you complete this application, please keep in mind the following:

- We reserve the right to check all information for accuracy and completeness.
- All applications for employment are a matter of public record.
- **If convicted of a felony, you are automatically disqualified from employment with Campbell County Detention Center.**
- If you need accommodation in order to complete this application, please notify the administrative office of the Detention Center.
- All applicants, due to the public safety nature of the positions, are required to complete all portions of the application.