Will County Adult Detention Facility
95 South Chicago Street
Joliet, IL 60436
Cyuhas@willcosheriff.org

Will County Sheriff's Office - Sheriff Mike Kelley
Classification Specialist Application | *Equal Opportunity Employer*

Date: _____

PERSONAL INFORMATION

Name: _____ Email Address: _____
(last) (first) (middle)

Address: _____
Telephone: ( ) _____ Work Number: ( )_____ Call in confidence □
Are you 18 years of age or older? □ Yes □ No
Are you authorized to work in the United States? □ Yes □ No
U.S. Armed Forces Service? □ Yes □ No
Duties: _____
Active Duty Period From: _____ To: _____
Branch:_____
Reserves Period From: _____ To: _____
Branch:_____
If the job you are applying for requires driving a vehicle, do you possess a valid Illinois driver's license? □ Yes □ No
If yes, indicate Driver's License Number: _____
Is your license currently or has it ever been revoked, suspended or restricted? □ Yes □ No
Please explain: _____

CLASSIFICATION SPECIALIST POSITION

Position: Classification Specialist
Shift: Full-Time 8 hour shift; days off TBD

Department: Adult Detention Facility
Rate of Pay: $68,235 - $73,175

APPLICANT INFORMATION
Available for assigned 8-hour shifts, including weekends? □ Yes □ No
Date available to start: _____
Previously employed with Will County? □ Yes □ No
If yes - Dates: _____ to _____ Dept.: _____
Name if different: _____
Relatives employed within Sheriff's Office: _____

MINIMUM REQUIREMENTS
Bachelor's degree or 120 semester hours in a listed/related field? □ Yes □ No
Currently LEADS certified? □ Yes □ No
If no, able to obtain LEADS within 60 days of appointment? □ Yes □ No
Have you ever been convicted of a felony? □ Yes □ No
Background screening and oral interview required. Initials: _____

NOTE: Applications must be completed in full to be considered.
Full-time employees must establish Will County residency within 2 years of appointment and maintain it during employment.

EDUCATION

NAME OF HIGH SCHOOL, COLLEGE, TRADE, OR TECHNICAL SCHOOLS	CITY AND STATE	DID YOU GRADUATE?	COURSE OF STUDY/DEGREE RECEIVED/CERTIFICATIONS
High School:		□ Yes □ No □ G.E.D.	
College, Trade, or Tech:		□ Yes □ No	
College, Trade, or Tech:		□ Yes □ No	
College, Trade, or Tech:		□ Yes □ No	

Please list any skills, abilities, hobbies, training, etc. which you feel may be an asset. (Example: business machines, volunteer work, additional languages, word processing, clerical, etc.):
_____
Please list any license, registration, certificate, etc., which is related to the job you are applying for:
_____
Have you ever had a license, registration, certificate, etc., related to the position you are applying for suspended, revoked, placed on probation or lapsed for any reason? □ Yes □ No If yes, please explain:
_____

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Print Name: _____

EMPLOYMENT HISTORY

Please give an accurate, complete full-time and part-time employment record. Start with present or most recent employer and go back a minimum of ten (10) years. Do not omit any employment during that time. Add additional sheets if necessary. Answer each question completely; "See Resume" is not acceptable.

Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _____ □ FULL-TIME □ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? □ Yes □ No
Supervisor's Name & Title: _____	Work Telephone: ( ) _____	Reason for Leaving: □ Voluntary □ Involuntary (Please explain) _____
Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _____ □ FULL-TIME □ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? □ Yes □ No
Supervisor's Name & Title: _____	Work Telephone: ( ) _____	Reason for Leaving: □ Voluntary □ Involuntary (Please explain) _____
Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _____ □ FULL-TIME □ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? □ Yes □ No
Supervisor's Name & Title: _____	Work Telephone: ( ) _____	Reason for Leaving: □ Voluntary □ Involuntary (Please explain) _____

PROFESSIONAL REFERENCES

List below three people who are not related to you and that have direct knowledge of your skills, experience and fitness for the position or field for which you are applying. Preferably, these are individuals who have supervised your work either currently or in the past.

FULL NAME	BUSINESS OR HOME ADDRESS	OCCUPATION	TELEPHONE NUMBER
			( )
			( )
			( )

CERTIFICATION

I certify that answers/information given herein are true, complete and accurate. I understand that any omission or misrepresentation of information may be sufficient cause for rejection of this application or, if employment has commenced, grounds for immediate dismissal. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby authorize any schools that I have attended, current and previous employers, and organizations named in this application to provide the County of Will with any information that may be requested to make an employment decision. I hereby specifically waive written notice from any and all former employers regarding their disclosure to the County of Will of any information including disciplinary action. I understand that if I am offered employment, it is contingent upon satisfactorily passing a physical examination and/or drug test prior to placement in the position for which I have applied when such tests are required. I specifically authorize law enforcement agencies to release any records of prior criminal convictions and/or pending felony charges it may have or may obtain from other sources to the County of Will. I hereby release the County of Will and other agencies from any and all actions and claims that may be sustained by me from the release and use of the information. I understand and agree that in the absence of an express written agreement to the contrary executed by the employer, any employment I accept shall be for an indefinite term and shall be terminable at any time, with or without notice or cause, either by me or at the will and sole discretion of the employer. I have read or had read to me and understand the above statement.

APPLICATIONS WITHOUT SIGNATURES WILL NOT BE CONSIDERED FOR EMPLOYMENT.

Applicant Signature: _____ Date: _____

THANK YOU FOR CONSIDERING THE COUNTY OF WILL AS A POTENTIAL EMPLOYER
APPLICATIONS ARE ONLY ACCEPTED FOR CURRENT JOB OPENINGS

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WILL COUNTY **SHERIFF**

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Will County Sheriff's Office - Sheriff Mike Kelley
Additional Employment History Sheet | *Equal Opportunity Employer*

Applicant Name: ____

Please continue listing full-time and part-time employment record and go back a minimum of ten (10) years. Do not omit any employment during that time. Answer each question completely; "See Resume" is not acceptable.

PRINT YOUR NAME: ____________________________

Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _________________ ◻ FULL-TIME ◻ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? ◻ Yes ◻ No
Supervisor's Name & Title: __________________________	Work Telephone: ( )	Reason for Leaving: ◻ Voluntary ◻ Involuntary (Please explain) ____
Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _________________ ◻ FULL-TIME ◻ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? ◻ Yes ◻ No
Supervisor's Name & Title: __________________________	Work Telephone: ( )	Reason for Leaving: ◻ Voluntary ◻ Involuntary (Please explain) ____
Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _________________ ◻ FULL-TIME ◻ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? ◻ Yes ◻ No
Supervisor's Name & Title: __________________________	Work Telephone: ( )	Reason for Leaving: ◻ Voluntary ◻ Involuntary (Please explain) ____
Name and Address of Employer	**Dates of Employment**	**List Job Responsibilities:**
Position Held/Job Title: _________________ ◻ FULL-TIME ◻ PART-TIME	From: / / To: / /	May we contact this employer for a reference prior to a job offer? ◻ Yes ◻ No
Supervisor's Name & Title: __________________________	Work Telephone: ( )	Reason for Leaving: ◻ Voluntary ◻ Involuntary (Please explain) ____

(Certification on Page 2 must be signed and applies to this additional employment history sheet)

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Recruitment Identification Form | Equal Opportunity Employer

To Be Kept Separately From Application

The County of Will is an Equal Opportunity Employer. The federal government encourages employers to maintain records on the gender, race and ethnic background of its applicants. To comply, Will County requests that you supply, on a voluntary basis, the information sought below. Completion of this form is strictly VOLUNTARY. The information is for record keeping purposes only and will in no way effect any employment decision. This confidential questionnaire will be kept separately from your Application for Employment.

DATE: _____/_____/_____ POSITION APPLIED FOR: Classification Specialist
NAME: _____ DEPARTMENT: Adult Detention Facility

EQUAL OPPORTUNITY GROUP
PLEASE CHECK APPROPRIATE BOXES:

□ **Male** □ **Female**

Race/Ethnic Group:

□ **African American/Black:** A person having origins in any of the black racial groups of Africa
□ **American Indian or Alaskan Native:** A person having origins from any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.
□ **Asian or Pacific Islander:** A person having origins from any of the original people of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. These areas include, for example, China, India, Japan, Korea, the Philippines and Samoa.
□ **Hispanic (non-white):** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
□ **Caucasian/White: A** person having origins from any of the original people of Europe, North Africa or Middle East.
□ **Multiracial:** A person having parents of different races.

Recruitment Source (How did you learn about this job?)

□ From a County Employee: _____
□ School Placement Office: _____
□ County Job Announcement (Location): _____
□ Community Agency: _____
□ Newspaper Classified Ad (Paper): _____
□ Employment Agency: _____
□ Professional Publication (Name): _____
□ Area Training Agency: _____
□ Radio/Television (Name): _____
□ IDES (Location): _____
□ Internet (Website): _____
□ Other (Please be specific): _____

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WILL COUNTY SHERIFF'S OFFICE

Mike Kelley, Sheriff

I hereby authorize and empower the Will County Sheriff's office, the Will County Sheriff, any consumer reporting agency, or other outside service company engaged by the Will County Sheriff's Office to obtain, prepare, use and furnish information concerning my current and former employment, education, credit, general reputation, health, personal characteristics, and mode of living.

I respectfully request that any agency, or person contacted, furnish to the Will County Sheriff's Office any and all information that you have concerning me, my work record, medical condition, personality, or my reputation. This information is to be used to determine my qualifications and fitness for a position with the Will County Sheriff's Office.

I hereby release any person, organization, current and/or former employer from liability and/or damage of whatsoever nature, on account of furnishing the information requested above.

_____
Printed Name

_____
Signature

_____
Date

_____
Witness