Mini-Cassia Criminal Justice Center

Accepting Applications

Financial Manager

The Mini-Cassia Criminal Justice Center is announcing the opening for the position of Financial Manager. The job requires proficiency in bookkeeping and computer skills, excellent people skills and self-motivation. (A complete job description is outlined on the application.) Salary range for the position is $13.31 - $15.00 per hour and carries an excellent benefit package to include very **affordable medical/dental insurance and PERSI Retirement, paid vacation, personal leave time, and holidays**. Candidates will be selected according to Cassia County employee selection procedures and Sheriff’s Department guidelines which include a criminal records check, an interview and/or written examination, a background investigation, drug screening and a polygraph test. Applications can be obtained at the Mini-Cassia Criminal Justice Center 1415 Albion Ave. Burley, ID, by fax, mail, or email. Completed applications will be accepted until the closing date of Friday May 19, 2017. Any questions can be directed to Lieutenant Russell Rasmussen at 208-878-1136 or Staff Sergeant Dan Renz at 208-878-1000 ext. 137. Email is [rjr@cassiacounty.org](mailto:rjr@cassiacounty.org) or drenz@cassiacounty.org.

If you wish to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request as soon as possible, but no later than at the time you file your application and other submittals.

Cassia County is an equal opportunity employer. Cassia County invites applications from all qualified individuals and does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations.

DEPARTMENT SHERIFF

DIVISION MINI-CASSIA CRIMINAL JUSTICE CENTER

POSITION FINANCIAL MANAGER

LAST UPDATED ARIL 2017

FLSA STATUS NON-EXEMPT

JOB SUMMARY:

Perform a variety of book keeping and auditing duties related to the billing of services, payment of bills, inmate personal accounts, bonds, receipts, commissary sales and billings of prisoners, and payroll.

NATURE AND SCOPE:

Works under the close supervision of the Jail Administration.

MINIMUM JOB PREREQUISITES AND SKILLS:

1. Graduate from high school, G.E.D., or high school equivalency program.
2. Have working knowledge of the bookkeeping and accounting practices. (Minimum of two years of experience.)
3. Have the ability to communicate effectively both verbally and in writing.
4. Have the ability to establish and maintain working relationships with inmates, the public and other departments.
5. Have the ability to react quickly to novel situations under conditions of stress.
6. Have a working knowledge of office equipment such as copiers, computers, fax machines, adding machines, and telephones.
7. Have a working knowledge of basic filing systems including alphabetical and numerical indexing.
8. Have a working knowledge of payroll procedures.
9. Have a working knowledge of accounts payable and receivable.
10. Have a working knowledge of Excel and other computer programs used in financial operations.
11. Must be able to legally work in the United States.
12. Must have no felony convictions or convictions from other states that would be considered a felony matter in the state of Idaho. Withheld Judgments on felony convictions must be disclosed, and will be considered on a case-by-case basis. Any conviction involving dishonesty will disqualify the candidate.

ESSENTIAL JOB FUNCTIONS:

1. Monitor and maintain inmate personal ledger accounts.
2. Balance checking accounts.
3. Account for and post employee personal leave time including vacation, personal time off (PTO), sick leave bank, holiday time and compensatory time.
4. Prepare payroll for all staff.
5. Make necessary bank deposits.
6. Comply with currently acceptable accounting practices.
7. Contacting, talking and hearing in person and by telephone.
8. Ability to work with considerable independence.
9. Sitting with intermittent moving within an office environment in a secured setting.
10. Demonstrated ability to communicate effectively with the public and co-workers.
11. Proven ability to meet deadlines.
12. Perform other essential job functions as may be assigned.

SPECIFIC DUTIES:

1. Verify all bonds received and make certain that all bonds are sent to the appropriate courts.
2. Receive and account for all receipts for any and all financial transactions.
3. Verify and submit Jail fees to the auditor’s office.
4. Maintain financial records of all inmate commissary and personal ledger accounts.
5. Account for work release fees and payments.
6. Account for and verify all inmate reimbursement transactions.
7. Account for and transact inmate medical charges.
8. Pay commissary bills.
9. Figure and submit bills to auditor’s office for payment.
10. Balance the check book with bank statements.
11. Balance the general ledger account with bank statements and check book.
12. Figure and pay Idaho sales tax for commissary purchases.
13. Maintain financial and statistical reports.
14. Figure and bill housing and medical costs to Federal, State, and county agencies contracting services with the facility.
15. Perform other related duties as required or as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.

2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, legal or technical documents, and review statements, policies, procedures, plans, diagrams and other documents.

3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and standard law enforcement equipment.

4. Sufficient body mobility, flexibility, and balance to work in an office environment which requires sitting for long periods of time and in the field which involves standing or walking for periods of time.

5. The noise level in the work environment is usually moderate.

6. Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.

*The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.*

**Required Documents for Employment Packet**

To be considered for employment, you must submit the following documents with your employment packet.

1. Copy of Birth Certificate

2. Copy of valid Driver’s License

3. Copy of Social Security Card

4. Copy of High School Diploma/GED Certificate

5. Certified copy of High School/College Transcripts

6. Copies of any Law Enforcement/Training Certificates

7. DD-214 if applicable

**Applicants who do not submit the required or completed documents and/or give reasons why documents are not included or complete will not be considered for employment at the Mini-Cassia Criminal Justice Center.**

**Employment candidates may be disqualified or rejected based on the following criteria:**

\* Any conviction of a felony as an adult. A withheld judgment will be considered a conviction.

\*Any “soft” illegal drug use in the past three years, i.e.: marijuana, illegal use of prescription drugs or steroids, glue/gasoline/paint huffing, etc.

\*Any hard illegal drug use in the past five years, i.e.: cocaine, heroin, methamphetamine, LSD, or other hallucinogenic drugs.

\*Any involvement in illegal drug activities described as: possession with intent to deliver, sale, transportation or manufacture. Association with anyone who is involved in any of these listed activities may be cause for disqualification.

Polygraph confirmation of drug use or associations is required before an exception may be considered. Exceptions will only be considered for participation in the activities described above for associations only.

\*General misdemeanor convictions are reviewed on a case by case basis. However, any conviction for domestic battery, child abuse, stalking, or voyeurism type of crimes will disqualify the applicant. Any criminal probation must already have been served and case closed at the time of the application.

\*Applicants must have no active or pending misdemeanor cases or investigations at the time the application is submitted.

\*Applicants must have no active or pending felony cases or investigations at the time the application is submitted.

\*Any driver’s license suspensions in the past three years or convictions for driving while suspended including withheld judgments will disqualify the candidate.

\*A dishonorable discharge from any U.S. military force will disqualify an applicant.

\*Previous and present negative work history will weigh heavily for employment consideration.

**APPLICATION FOR EMPLOYMENT**

***“CASSIA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER”***

**“PRIDE IN PROFESSIONALISM”**

Name Last First Middle

Address Number Street name Apt # if applicable

City State Zip Code

Day Phone # After hours #

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number / /

Position applied for Salary Required $

Are you over the age of 18? 🞎 Yes 🞎 No DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you legally eligible for employment in the United States of America?

🞎 Yes 🞎 No

If hired, can you provide proof of U.S. citizenship?

🞎 Yes 🞎 No

\*\*For positions requiring the operation of motor vehicles:

Do you have a valid driver’s license? 🞎 Yes 🞎 No

Please give the license number and state issued Type of license State

None

Operator

Commercial (Indicate what class)

Have you ever been convicted of a criminal offense? 🞎 Yes 🞎 No

(A conviction will not necessarily disqualify an applicant)

If yes, please explain

Do you have any immediate relatives working for the Mini-Cassia Criminal Justice Center 🞎 Yes 🞎 No

If yes, please give the following:

Name Relationship Department

**EDUCATION AND TRAINING**

Do you have a high school diploma or equivalent (GED) 🞎 Yes 🞎 No

Name and location of school awarding diploma or GED

School Location

**EDUCATION OR SPECIAL TRAINING AFTER HIGH SCHOOL**

NAME OF SCHOOL/LOCATION MAJOR COURSE CREDIT HOURS TYPE OF DEGREE

COMPLETED DATE RECEIVED

Can you speak, read or write any foreign languages? 🞎 Yes 🞎 No

If yes, please list them

**MILITARY EXPERIENCE**

If you have been or are presently in the armed services, please indicate the following:

Branch Date entered Month/Year

Type of discharge Date discharged Month/Year

Are you claiming a veteran’s preference? 🞎 Yes 🞎 No

Please indicate the highest rank or grade received Basis for preference **PLEASE ATTACH ALL DISCHARGE PAPERWORK WITH THIS APPLICATION (DD-214, ETC)**

**REFERENCES AND RELATIVES**

Please list persons known, but not related to you for the last three years.

(Related shall mean any person related by blood or marriage who is a grandparent, parent, child, brother, or sister) During the course of the background investigation, persons who know you will be asked to comment on your suitability for the position for which you are applying. Inquiries will be confined to job-relevant matters.

**Name Business/Personal Relationship Phone Number**

1.

2.

3.

**LAW ENFORCEMENT REFERENCES**

List any law enforcement officers, judges or prosecutors that know you that can give you a reference. If you do not know any of the above, leave this blank.

Name Address Job Title

Name Address Job Title

Name Address Job Title

Name Address Job Title

**PHYSICAL INFORMATION**

Do you have any physical limitations that would preclude you from performing any work for which you are presently being considered?

🞎 Yes 🞎 No

If yes, please explain:

What can be done to accommodate your limitations?

**POLICE BACKGROUND**

Please describe all work experiences or any other kind of experience, training, classes or any kind of qualification in police work

Have you ever pled guilty, received a withheld judgment or been convicted of any felony or misdemeanor criminal charges involving dishonesty?

🞎 Yes 🞎 No

If yes, please state date and circumstances (use a piece of paper if necessary)

**EMPLOYMENT HISTORY**

Please list the last ten years work experience beginning with the most recent job. Additional information may be submitted by attaching a resume.

Name of employer Position

Address City State Zip code

( )

Phone number Name and title of Supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates employed (Start/End dates)

Was this job full or part time? Yearly income $

Reason(s) for leaving:

Brief description of duties:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Name of Employer Position

Address City State Zip code

( ) Phone number Name and title of supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates Employed (Start/End dates)

Was this employment full or part time? Yearly income $

Reason(s) for leaving

Brief description of duties

Name of employer Position

Address City State Zip code

( )

Phone number Name and title of Supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates employed (Start/End dates)

Was this job full or part time? Yearly income $

Reason(s) for leaving:

Brief description of duties:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Name of Employer Position

Address City State Zip code

( ) Phone number Name and title of supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates Employed (Start/End dates)

Was this employment full or part time? Yearly income $

Reason(s) for leaving

Brief description of duties

Name of employer Position

Address City State Zip code

( )

Phone number Name and title of Supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates employed (Start/End dates)

Was this job full or part time? Yearly income $

Reason(s) for leaving:

Brief description of duties:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Name of Employer Position

Address City State Zip code

( ) Phone number Name and title of supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates Employed (Start/End dates)

Was this employment full or part time? Yearly income $

Reason(s) for leaving

Brief description of duties

Name of employer Position

Address City State Zip code

( )

Phone number Name and title of Supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates employed (Start/End dates)

Was this job full or part time? Yearly income $

Reason(s) for leaving:

Brief description of duties:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Name of Employer Position

Address City State Zip code

( ) Phone number Name and title of supervisor

May we contact this employer? 🞎 Yes 🞎 No

Dates Employed (Start/End dates)

Was this employment full or part time? Yearly income $

Reason(s) for leaving

Brief description of duties

Please identify any periods of unemployment since you turned 18 years old and the reason for such unemployment:

List any comments or qualifying statements about your goals and objectives you think are important (Introduce yourself)

**INSTRUCTIONS TO THE APPLICANT**

The information you provide in this personal history statement will be used in the investigation into your background to assist in determining your suitability for employment with the Mini-Cassia Criminal Justice Center. Please fill out the questionnaire completely and accurately.

Keep in mind that:

1. The completion of this form is mandatory.

2. All statements are subject to verification.

3. Deliberate inaccuracies or incomplete statements may bar or remove you from employment.

4. All time periods in your background must be accounted for.

It is to your advantage to respond openly and honestly. Any negative factor in your background will be evaluated in terms of the circumstances and facts surrounding its occurrence and its degree of relevance to the job for which you are applying. For example, being fired from a job or having an arrest record is not in itself grounds for disqualification. During the investigation, the investigator will inquire into the facts surrounding such an occurrence. An evaluation will then be made of the relevance of these facts to the requirements of the job.

The ***Americans With Disabilities*** ***Act*** prohibits employers from making medically-related inquiries prior to a conditional offer of employment. Therefore, if you are completing this personal history statement before you have received a conditional offer of employment, **do not** divulge information concerning physical or medical conditions, either past or present.

Please print in ink or type your responses for this questionnaire. If a question does not apply to you, write N/A (not applicable) in the space provided for your answer. If you need more space to respond to a question, use the reverse side of the page and identify the additional information by question number.

**I have read the above Instructions to the Applicant and agree to the terms herein described.**

Signature of Applicant Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Printed Name

**MINI-CASSIA CRIMINAL JUSTICE CENTER**

**RELEASE OF INFORMATION WAIVER**

I understand that I may be required to submit to a polygraph examination, fingerprinting, and physical ability testing (police candidates only) during the processing of my application. If an offer is made to me, I may be required to submit to drug screening and a polygraph examination for determining my suitability for employment or to resolve issues related to my employment. I, also, understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation, and I am aware that willfully withholding information or making false statements on this application will be basis for dismissal from the Mini-Cassia Criminal Justice Center. I agree to these conditions and I hereby certify that all statements made by me on this application are true and correct, to the best of my knowledge.

**I HEREBY AUTHORIZE THE MINI-CASSIA CRIMINAL JUSTICE CENTER TO CONDUCT A COMPLETE INVESTIGATION OF MY PERSONAL AND FINANCIAL HISTORY, INCLUDING THE PERSONAL HISTORY QUESTIONNAIRE, AND HEREBY RELEASE ANY ORGANIZATION OR PERSON(S) WHO FURNISH INFORMATION FOR THE PURPOSE OF DETERMINING MY ELIGIBILITY FOR EMPLOYMENT. I AUTHORIZE MY FORMER EMPLOYERS AND REFERENCES LISTED HEREIN TO RELEASE ANY AND ALL INFORMATION TO THE MINI-CASSIA CRIMINAL JUSTICE CENTER ABOUT WHICH THEY MAY INQUIRE. I ALSO AUTHORIZE THE MINI-CASSIA CRIMINAL JUSTICE CENTER TO OBTAIN ANY AND ALL DOCUMENTS RELATED TO MY CURRENT STATUS OF CERTIFICATION AS A LAW ENFORCEMENT OFFICER FROM THE PEACE OFFICERS STANDARDS AND TRAINING ACADEMY OR OTHER STATE AGENCY THAT CERTIFIES LAW ENFORCEMENT OFFICERS. I SUPPLY SUCH INFORMATION IN GOOD FAITH. I INDEMNIFY MINI-CASSIA CRIMINAL JUSTICE CENTER AGAINST ANY LIABILITY THAT MIGHT RESULT FROM SUCH AN INVESTIGATION. I UNDERSTAND THAT THE INFORMATION WILL NOT BE RELEASED TO ANY PERSONS OR ORGANIZATIONS NOT DIRECTLY INVOLVED IN THIS PRE-EMPLOYMENT INVESTIGATION. IF I AM NOT EMPLOYED, THIS INFORMATION WILL NOT BE RELEASED TO ANYONE WITHOUT MY SPECIFIC WRITTEN AUTHORIZATION. I UNDERSTAND THAT I WILL NOT RECEIVE AND AM NOT ENTITLED TO KNOW THE CONTENTS OF CONFIDENTIAL REPORTS RECEIVED, AND I FURTHER UNDERSTAND THAT THESE REPORTS ARE PRIVILEGED.**

This release is activated as of the date of signing this document. A photocopy or facsimile of this release is to be considered as valid as an original.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

Signature of Applicant Date

Witness \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date

**PERSONAL HISTORY QUESTIONNAIRE**

**ANY QUESTIONS ANSWERED WITH A “YES” MUST BE**

**EXPLAINED IN DETAIL. USE A SEPARATE**

**ADDENDUM, IF NECESSARY**

**ALL INFORMATION CONTAINED IN THIS DOCUMENT IS**

**CONFIDENTIAL AND SHALL BE**

**REVIEWED BY AUTHORIZED PERSONNEL *ONLY***

**PERSONAL HISTORY STATEMENT**

**ATTACH ADDITIONAL SHEETS, IF NECESSARY**

1. Have you withheld information on your application about any places of

prior employment? 🞎 Yes 🞎 No

2. Have you ever quit or been asked to resign from any job for alleged

dishonesty?🞎 Yes 🞎 No

3. Have you ever been accused of a dishonest act by an employer?

🞎 Yes🞎 No

4. Have you ever been asked to resign from any job or faced dismissal for

any reason? 🞎 Yes 🞎 No

5. Have you ever been in serious trouble on any of your jobs?

🞎 Yes 🞎 No

6. Have you ever had any serious problems getting along with supervisors

or fellow workers? 🞎 Yes 🞎 No

7. Have you ever been counseled or disciplined by an employer for reporting late to work?

🞎 Yes 🞎 No

8. Have you ever been counseled or disciplined by an employer for poor

work attendance? 🞎 Yes 🞎 No

9. Have you ever called in sick when you were not sick?

🞎 Yes 🞎 No

10. Have you ever used alcohol and/or drugs while you were working?

🞎 Yes 🞎 No

11. Have you ever stolen anything from an employer?

🞎 Yes 🞎 No

If the answer to any of questions 1-11 was **Yes**, please explain below and include **dates** when it happened

**PERSONAL DECLARATIONS**

1. Have you ever used a name other than the one(s) you have listed on

your application? 🞎 Yes 🞎 No

2. Have you deliberately withheld or omitted any information from your

application? 🞎 Yes 🞎 No

3. Have you ever given up your driver’s license for any reason?

🞎 Yes 🞎 No

4. Have you ever been involved in a hit and run accident?

🞎 Yes 🞎 No

5. Have you ever been involved in a serious traffic crash?

🞎 Yes 🞎 No

6. Have you ever been stopped, arrested or convicted for driving under the

influence of alcohol and/or drugs or reckless driving?

🞎 Yes 🞎 No

7. Have you ever been convicted of a crime?

🞎 Yes 🞎 No

8. Have you ever knowingly caused the death of another person?

🞎 Yes 🞎 No

9. Have you ever committed a crime in which a gun was used?

🞎 Yes 🞎 No

10. Have you ever filed and/or been served with a civil protection order?

🞎 Yes 🞎 No

11. Have you ever physically abused a spouse or child?

🞎 Yes 🞎 No

12. Do you frequently gamble?

🞎 Yes 🞎 No

If you answered **Yes** to any of questions 1-12, please explain and include **dates** when it happened

**DRUG USE**

Have you ever used any of the following drugs? (“Used” is defined as: any intentional or unintentional trying, testing or experimenting which includes but is not limited to tasting, smoking, injecting, absorbing, sniffing or inhaling.) You must check “**Yes**” or “**No**” after each drug.

Marijuana 🞎 Yes 🞎 No Codeine (without prescription) 🞎 Yes 🞎 No

Hashish 🞎 Yes 🞎 No Hallucinogenic mushrooms 🞎 Yes 🞎 No

Valium 🞎 Yes 🞎 No Methamphetamine (crank) 🞎 Yes 🞎 No

Heroin 🞎 Yes 🞎 No Ephedrine (Cross tops) 🞎 Yes 🞎 No

Cocaine 🞎 Yes 🞎 No LSD 🞎 Yes 🞎 No

Steroids 🞎 Yes 🞎 No PCP 🞎 Yes 🞎 No

Any hallucinogenic drugs? 🞎 Yes 🞎 No

Any other drugs? 🞎 Yes 🞎 No

1. Have you ever purchased any of the drugs mentioned?

🞎 Yes 🞎 No

2. Have you ever sold or offered for sale any of the drugs mentioned?

🞎 Yes 🞎 No

3. Have you ever transported any of the drugs mentioned?

🞎 Yes 🞎 No

4. Have you ever manufactured or assisted in the manufacturing of any

drugs? 🞎 Yes 🞎 No

5. Has anyone ever told you that you drink too much?

🞎 Yes 🞎 No

6. Have you ever suffered from an alcohol problem?

🞎 Yes 🞎 No

7. Do you now or have you previously used alcoholic beverages?

🞎 Yes 🞎 No

If so, to what extent?

If you answered **Yes** to any of the drug use questions, please explain and include **dates** when it happened \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SEX CRIMES**

1. Have you ever engaged in a sex act for money?

🞎 Yes 🞎 No

2. Have you ever forced any person to have sexual contact with you?

🞎 Yes 🞎 No

3. Have you ever had sexual contact with anyone who was mentally or

physically helpless? 🞎 Yes 🞎 No

4. Have you ever had any sexual contact with anyone under 18 years old since you became an adult? 🞎 Yes 🞎 No

5. Have you ever been involved in any (other) illegal sexual activity?

🞎 Yes 🞎 No

If you answered **Yes** to any of questions 1-5, please explain and include **dates** when it happened

**HONESTY**

1. Have you ever stolen anything from anyone else?

🞎 Yes 🞎 No

2. Have you knowingly had any stolen property in your possession?

🞎 Yes 🞎 No

3. Have you ever helped anyone steal from an employer?

🞎 Yes 🞎 No

4. Have you ever knowingly sold or purchased any stolen property?

🞎 Yes 🞎 No

5. Have you ever lied to an employer, when, if you had told the truth, you

could have been dismissed?

🞎 Yes 🞎 No

6. Have you ever knowingly helped anyone steal something that did not

belong to them? 🞎 Yes 🞎 No

If you answered **Yes** to any questions 1-6, please explain and include **dates** when it happened:

**SUMMARY**

1. Have you deliberately falsified any of the answers you have given?

🞎 Yes 🞎 No

2. Have you withheld any information about an incident or condition which

might open you to pressure or blackmail?

🞎 Yes 🞎 No

3. In addition to what you have declared, are you aware of anything in your personal background that might compromise your ability to do the

work of an employee of the Mini-Cassia Criminal Justice Center?

🞎 Yes 🞎 No

4. Did you cheat, lie or misrepresent yourself in any way in seeking this

position? 🞎 Yes 🞎 No

5. Are you aware of any information not previously disclosed or discussed about yourself or any person with whom you are or have been closely associated, which may tend to reflect unfavorably on yourself?

🞎 Yes 🞎 No

If you answered **Yes** to any of these questions, please explain below:

**FINANCIAL INFORMATION**

It is the position of the Mini-Cassia Criminal Justice Center that the management of personal finances is relevant to an individual’s qualifications for any position within the department. The amount of indebtedness in itself will not be used in evaluating your qualifications, but rather your ability to meet your financial obligations. Be complete and accurate.

1. Your current monthly income $

2. Spouse’s monthly income $

3. Other monthly income (description)

4. Amount of other income $

5. Total monthly income $

6. Current monthly expenses:

A. Real estate (mortgage) payment $

Mortgage company:

B. Rent (if applicable) $

Landlord name, address and phone

C. Other monthly payments

Description Payment (monthly)

$

$ \_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ $

D. Estimated monthly cost of living (utilities, gasoline, food, home and car maintenance, entertainment, etc) and any other obligations:

E. Total Monthly Expenditures $

7. Have you ever filed for or declared bankruptcy?

🞎 Yes 🞎 No

If yes, what were the circumstances, where and when?

8. Are you now or have you ever been late or behind on any payments?

🞎 Yes 🞎 No

If yes, please explain: 9. Have you ever had any accounts turned over to a collection agency?

🞎 Yes 🞎 No

If yes, when, why and firms involved: 10. Have you ever had purchased goods repossessed?

🞎 Yes 🞎 No

If yes, when, the firms involved, circumstances: 11. Have you ever had your wages garnished?

🞎 Yes 🞎 No

If yes, when, where, why and by whom:

12. Are you now or have you ever been delinquent on income tax payments to state or federal agencies?

🞎 Yes 🞎 No

If yes, when, where and why:

**DECLARATIONS**

1. Do you advocate or are you a member of any organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of Idaho by force or violence or other unlawful means? 🞎 Yes 🞎 No

If yes, give the name of the organization or party of which you are affiliated

2. Have you ever been a member of any organization, political or otherwise, that advocates the overthrow of the government of the United States or the State of Idaho by force or violence?

🞎 Yes 🞎 No

If yes, please when and with which party:

3. Are you willing to take an oath to support the Constitution and laws of

the United States and the Constitution and the laws of the State of

Idaho? 🞎 Yes 🞎 No

Remarks: **AVAILABILITY OF APPLICANT**

1. Have you previously submitted an application for employment with the Mini-Cassia Criminal Justice Center?

🞎 Yes 🞎 No

If yes, approximate date

2. Have you ever taken a polygraph examination?

🞎 Yes 🞎 No

If yes, Date Administered by City State 3. What is the earliest date that you would be available for employment?

Date

**Law ENFORCEMENT CANDIDATES ONLY**

Answer the following questions if you are applying to be a police officer.

1. Have you attended a Peace Officer Standards and Training Academy in

Idaho or any other state? 🞎 Yes 🞎 No

If yes, complete the following: Date attended / / State attended Graduate 🞎 Yes 🞎 No

(Attach copy of certification)

2. Are you currently a certified police officer in Idaho or any other state?

🞎 Yes 🞎 No

3. If certified, what certification do you hold? List total law enforcement training hours: Are you currently working as a law enforcement officer in Idaho or any

other state? 🞎 Yes 🞎 No

4. If not currently a law enforcement officer, but you have been a law

enforcement officer in the past, please explain below:

**IF YOU ARE CURRENTLY, OR HAVE BEEN A LAW ENFORCEMENT OFFICER AT ANY TIME, COMPLETE THE FOLLOWING:**

5. Have you ever used excessive force to arrest a violator?

🞎 Yes 🞎 No

6. Have you ever consumed alcohol and/or illegal drugs while on duty?

🞎 Yes 🞎 No

7. Have you ever lied to a superior when confronted with anything that

you felt you may be disciplined for?

🞎 Yes 🞎 No

8. Have you ever lied to a superior to keep a fellow officer from being

disciplined? 🞎 Yes 🞎 No

9. Have you ever deliberately violated policy or procedures because you

did not agree with them? 🞎 Yes 🞎 No

If Yes, please explain:

10. Have you ever used your position as a law enforcement officer for

personal benefit? 🞎 Yes 🞎 No

11. Have you ever done anything, as a law enforcement officer, that would

be considered unethical? 🞎 Yes 🞎 No

12. Have you ever committed perjury, either while testifying in court or on

a sworn affidavit? 🞎 Yes 🞎 No

13. Do you believe that you should do anything to arrest and convict a person up to fabricating reports, affidavits, etc.?

🞎 Yes 🞎 No

Explain your answer:

**IF YOU HAVE NEVER BEEN A LAW ENFORCEMENT OFFICER, ANSWER THE FOLLOWING QUESTIONS:**

14. Could you use physical force to effect an arrest if it was necessary and

approved by department policy?

🞎 Yes 🞎 No

15. Could you use deadly force on another person if it was necessary and

approved by department policy?

🞎 Yes 🞎 No

16. Are there any duties you know of that are performed by a police officer

that you think might be difficult for you to do?

🞎 Yes 🞎 No

If yes, please explain:

SIGNATURE OF APPLICANT DATE

**ADDITIONAL INFORMATION ADDENDUM**