



KAY IVEY
GOVERNOR

State of Alabama Department of Corrections Personnel Division

P. O. Box 301501
Montgomery, AL 36130-1501



JEFFERSON S. DUNN
COMMISSIONER

Dear Applicant:

You are invited to take the **Correctional Officer Trainee (60710) examination at any of the test sites listed below. All test dates are Fridays and you must arrive by 7:00 a.m. to participate. Please complete the State Application and all attached forms and bring them with you, along with all requested copies, to the on-site test of your choice. There is no need to mail or deliver anything ahead of time. In order to take the test, you must present a valid government issued photo identification card such as your driver's license, state identification card, and/or military ID card. If you do not have identification, you will not be allowed to take the test.** You must also bring two sharpened #2 pencils, two black ink pens, and a highlighter.

The examination components are: (1) a three-hour written test, (2) a physical ability test, which includes 22 push-ups in 60 seconds, 25 sit-ups in 60 seconds, and a 1 ½ mile run in 15 minutes and 28 seconds. If you pass the physical ability test, you will be fingerprinted, given a drug screen and medical examination and your paperwork will be processed.

We suggest that you wear clothing and shoes appropriate for physical activity which includes athletic shoes and **KNEE** Length pants (**NO FORM-FITTED-SPANDEX SHIRTS/PANTS, and NO WHITE CLOTHING allowed**). Please bring with you something cold to drink such as water or Gatorade and a lunch as the examination will last **ALL** day. Your lunch should be enclosed in clear containers; i.e., Ziploc bags. You may bring a clear or mesh tote bag to carry your belongings.

A pre-employment packet has been included. Please fill this packet out completely. You will need to bring this completed packet with you to the onsite testing of your choice along with **three (3) copies** of the following items:

- High School Diploma, GED Certificate or High School Transcript
- Driver's License
- Social Security Card
- DD214 Form (If served in the military, with type of discharge stated)-Member 4
- Birth Certificate
- Recent Photo (Head and shoulder, frontal view only)
- Marriage Certificate or Divorce Decree (If you changed you name as a result of marriage or divorce)
- Law Enforcement Certificate (If already certified as a correctional officer or other law enforcement officer)
- If your driver's license is issued by a state other than Alabama, we need a copy your driving history from the issuing state's Public Safety Department
- College degrees or transcripts

Enclosed are the directions to the above examination site. Before you are eligible for employment as a Correctional Officer Trainee, you will need to attend an onsite testing site and you will have to pass all components. If you are not able to make this examination, please bring the paperwork with you to an onsite testing of your choice which is listed below. Reminder: All tests begin at 7 a.m. and are given on a Friday. It is not necessary for you to indicate which test you wish to attend.

Fountain Correctional Facility	Atmore, AL	January 6, 2017
Bibb Correctional Facility	Brent, AL	January 20, 2017
Donaldson Correctional Facility	Bessemer, AL	April 7, 2017
Draper Correctional Facility	Elmore, AL	April 28, 2017
Ventress Correctional Facility	Clayton, AL	May 12, 2017
Bibb Correctional Facility	Brent, AL	August 18, 2017
Draper Correctional Facility	Elmore, AL	September 8, 2017
Fountain Correctional Facility	Atmore, AL	September 15, 2017
Donaldson Correctional Facility	Bessemer, AL	November 03, 2017
Draper Correctional Facility	Elmore, AL	November 17, 2017
Ventress Correctional Facility	Clayton, AL	December 08, 2017

If you have questions or need assistance, you may contact the Correctional Officer (CO) Unit staff members: Ms. Karina Davis at (334) 353-9587, Tanisha Dorsey at (334) 353-9521 and/or Adriana Sellers at (334) 353-9523

Note: Please disregard this notice if you have taken the Correctional Officer Trainee (60710) written examination within the last nine months.

Telephone (334) 353-9510

Fax (334) 353-9528

301 South Ripley Street
Montgomery, AL 36104

APOSTC PHYSICAL REQUIREMENTS

The physical agility/ability exam is a **mandatory** requirement for the position of Correctional Officer. Every applicant or employee **must** pass this test in order to be certified as a Correctional Officer, which is a requirement of the job. (There are not exceptions for age or gender (sex). Everyone is required to pass the same test.)

Agility-you are required to run an obstacle course in 90 seconds:

1. **Push** – a vehicle a distance of 15 feet on a paved level surface with the gear in neutral. A driver will remain inside the vehicle.
2. Run a distance of 50 yards then climb a fence:
3. **Climb** – a fence 6 feet in height, one made of wood or chain links fence (your choice). You must scale the fence in any matter you wish so long as it is a solo effort.
4. Run a distance of 50 yards to the next obstacle:
5. **Window Entry** – step through an obstacle approximately 24 inches square.
6. Run a distance of 25 yards then:
7. **Balance** – walk a 6-inch by 6-inch beam suspended 1 foot in the air and walk a distance of 15 feet. At the end of the beam, you are required to jump the 1-foot distance to the ground.
8. Run a distance of 25 yards then:
9. **Weight Drag** – lift, pull, or drag a dead weight object (dummy) weighting 165 pounds for 15 feet.

Physical Ability:

Timed Push-ups

Each applicant has 60 seconds to complete 22 push-ups. The feet may be together or up to 12 inches apart. The body should be essentially straight when viewed from the side (from the shoulders to the ankles.) You must touch the fist of the instructor as you lower your body. All applicants will do the same type push-ups.

Timed Sit-ups

Each applicant has 60 seconds to complete 25 sit-ups. Start position by lying flat on your back with knees bent at 45 degrees. A partner holding the ankles will stabilize feet. Your fingers must be interlocked behind the neck of head.

Timed 1.5 Mile Run

The 1½ mile run will be on a flat, level course. This run must be completed in 15 minutes and 28 seconds.

ITEMS NEEDED FOR CORRECTIONAL OFFICER TRAINEE PACKET

1. 3 Photos (clear head and shoulder shots **not over three months old**, photo booth pictures are acceptable, no caps, no family shots). *Please write your name and social security number on the back of all photos.*
2. 3 copies of High School Diploma and certified copy of high school transcript or GED Certificate
3. 3 copies of DD214 Member 4 stating type of discharge (*if applicable*). Must be Honorable Discharge or General Discharge under Honorable conditions.
4. 3 copies of certified birth certificate
5. 3 copies of Valid Driver's License
6. 3 copies of Social Security Card
7. College degree or transcripts
8. Marriage Certificate or Divorce Decree (If you changed your name as a result of marriage or divorce)
9. Law Enforcement Certificate (If already certified as a correctional officer or law enforcement officer)
10. If your driver's license is issued by another state other than Alabama, we need a copy of your driving history from the issuing state's Public Safety Department.
11. Court certified dispositions with case action summaries for any criminal arrests or convictions showing all fines have been paid. Under certain circumstances a psychological evaluation may be required.
12. Court certified disposition and receipts for any traffic citations/tickets within the last three years showing all fines have been paid in full.

An Equal Opportunity Employer
ALABAMA DEPARTMENT OF CORRECTIONS (ADOC)

Personnel Division
P. O. Box 301501
Montgomery, Alabama 36130-1501
(334) 353-9510

DEPARTMENTAL QUESTIONNAIRE

Print all information legibly in black ink or use a typewriter. Answer all questions accurately and completely. Fill in all blanks. If a question does not apply, write "N/A" in the blank space. Falsifying this Questionnaire can result in your name being removed from the register or your dismissal from employment.

1. Full Name _____
Last First Middle

Address _____
Street Post Office Box

_____ City County State Zip

Telephone Number _____
Home Work Cell Phone

_____ Additional Phone Number Email address

2. Social Security No. _____

Date of Birth _____ Place of Birth _____ Age _____

3. Aliases (all names used such as nicknames, maiden names, and married names):

Name _____ Date Changed _____

Name _____ Date Changed _____

4. U. S. Citizen? Yes _____ No _____ Alabama Resident? Yes _____ No _____

5. Physical Description:

Race _____ Sex _____ Height _____ Weight _____

Color of Eyes _____ Color of Hair _____ Scars and Tattoos (Describe Below)

6. **Military Service** (if applicable):

List below all military service performed on Active Duty, Reserve, or National Guard Status.

From	To	Branch of Service	Active Duty, Reserve, or National Guard	Rank	Type of Discharge
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

List all disciplinary actions received while a member of the military service (Active Duty, Reserve or National Guard) to include Article XV, Captain's Mast and Summary, Special or General Court Martial. Provide complete details as to dates, charges, and dispositions.

Date	Type of Action Article XV, Summary, CM, Etc.	Specific Charge	Disposition of Charge
_____	_____	_____	_____
_____	_____	_____	_____

Were you discharged from any branch of the military for reasons other than expiration of service?

Yes _____ No _____ If yes, detail reason for discharge: _____

7. **Is any member of your family currently serving time in prison in Alabama?**

Yes _____ No _____ If yes, list below: (You should also include State Prisoners being held in city and county jails.)

Name	Location	Relationship
_____	_____	_____
_____	_____	_____

8. **Is any member of your family currently an employee of the Department of Corrections?**

Yes _____ No _____ If yes, list below:

Name	Location	Relationship
_____	_____	_____
_____	_____	_____

9. Recruitment:

Were you recruited by an institution? Yes _____ No _____
If yes, what Institution recruited you? _____

If you were not recruited by an Institution, where would you like to be assigned. List 3 choices.

1. _____ 2. _____ 3. _____

10. Previous State Employment

Are you now or have you ever been employed with the State of Alabama? Yes _____ No _____
If yes, list agency and dates employed.

11. Education:

High School Name and Address _____

Date Graduated High School _____ Date Completed GED Certificate _____

College/ University _____

_____ Street City State Zip

Dates Attended _____/_____ Major _____

Degree/Credit Hours Earned _____ Date Graduated _____

12. Employment:

Start with your present or most recent experience then work backwards to cover all periods of employment to include part-time and temporary employment as well as unemployment. List all inactive duty in the National Guard or Military Reserve as employment (include unit designation). **Add as many sheets as necessary.**

1. Name of Employer _____

Address _____
Street Post Office Box

_____ City County State Zip Code

Date of Employment _____ Date Employment Ended _____

Reason for Leaving _____

2. Name of Employer _____
Address _____
Street Post Office Box
City County State Zip Code
Date of Employment _____ Date Employment Ended _____
Reason for Leaving _____

3. Name of Employer _____
Address _____
Street Post Office Box
City County State Zip Code
Date of Employment _____ Date Employment Ended _____
Reason for Leaving _____

4. Name of Employer _____
Address _____
Street Post Office Box
City County State Zip Code
Date of Employment _____ Date Employment Ended _____
Reason for Leaving _____

5. Name of Employer _____
Address _____
Street Post Office Box
City County State Zip Code
Date of Employment _____ Date Employment Ended _____
Reason for Leaving _____

Have you ever been dismissed from employment? Yes _____ No _____
If yes, describe circumstances and provide employer's name and date of dismissal below.

13. Places of Residence:

List all your addresses for the **past 10 years** starting with your most recent address. Provide complete information such as street name and number, route and box number, and zip code. **Add as many sheets as necessary.**

1. Address

Street Name and Number	Rural Route Number	Post Office Box Number
------------------------	--------------------	------------------------

City	County	State	Zip Code
------	--------	-------	----------

Date From: _____ Date To: _____

2. Address

Street Name and Number	Rural Route Number	Post Office Box Number
------------------------	--------------------	------------------------

City	County	State	Zip Code
------	--------	-------	----------

Date From: _____ Date To: _____

c. Address

Street Name and Number	Rural Route Number	Post Office Box Number
------------------------	--------------------	------------------------

City	County	State	Zip Code
------	--------	-------	----------

Date From: _____ Date To: _____

d. Address

Street Name and Number	Rural Route Number	Post Office Box Number
------------------------	--------------------	------------------------

City	County	State	Zip Code
------	--------	-------	----------

Date From: _____ Date To: _____

e. Address

Street Name and Number	Rural Route Number	Post Office Box Number
------------------------	--------------------	------------------------

City	County	State	Zip Code
------	--------	-------	----------

Date From: _____ Date To: _____

14. Driver's Record:

a. Current Driver's License No. _____ State _____
Expiration Date _____ Type _____

b. Traffic History (except parking tickets):

List all traffic violations within the last three (3) years, for which you have been fined, imprisoned, placed on probation, or have posted bond or bail.

Date	Nature of Violation	Location	Action Taken
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

15. Criminal History:

List all arrests, charges, and convictions except minor traffic violations. Include those that were nol-prossed, dismissed, or found not guilty. Please include DUI offenses, youth offender convictions, and/or juvenile convictions

Date	Original Charge	Location	Disposition
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. Certificate of Truth:

I certify that the statements made by me in this questionnaire are true, complete, and correct. I understand that false statements herein are sufficient grounds for rejection of employment consideration or dismissal from employment.

Printed Name

Applicant Signature

Date



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State of Alabama
Department of Corrections
Personnel Division
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COMMISSIONER

TO: APPLICANT FOR EMPLOYMENT

Both OSHA and the Center for Disease Control have recommended that all Correctional employees be vaccinated against Hepatitis-B. Since you have made application for employment with this department, it is important that you be made aware of this recommendation. If you are employed by this department and decide to be vaccinated against Hepatitis-B, be advised that you will be required to go to your personal physician for your vaccination. You will also be responsible for all co-payments or additional charges required by your physician.

Printed Name _____

Signature of Applicant

Date

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CERTIFICATE

DATE _____

NAME _____

HOME
ADDRESS _____

CITY _____ STATE _____ ZIP _____

I certify that I comply with the provisions of the United States Military Selective Service Act (50 U.S.C. App. 453) by having registered with the Selective Service Board or that I am not yet 18 years of age and I will register when required.

SOCIAL SECURITY NUMBER _____

PRINTED NAME _____ DATE _____

SIGNATURE _____

NOTE: THIS CERTIFICATION IS REQUIRED BY THE STATE OF ALABAMA LEGISLATIVE ACT 91-584.

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