



ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL

160 Peregory Lane
Charlottesville, VA 22902

Phone: (434) 977-6981
www.actj.org

Colonel Martin Kumer
Superintendent

Dear Applicant:

Thank you for your interest in a position with the Albemarle-Charlottesville Regional Jail. Please complete the included Employment Application in its entirety and attach all requested documents. Virginia State Law requires these documents are submitted before your application can be processed further.

Your application will remain in our active files for six months. If you are interested in any additional positions that become available, contact our Human Resources Department and request your application be considered for that position.

Should you have any questions, please feel free to call our Human Resources Department at (434) 977-6981 Ext. 210.

Good luck in your search for a position!

Sincerely,

Colonel Martin Kumer
Superintendent



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NOTICE TO APPLICANTS

It is imperative you answer all questions completely and accurately. Any omissions or incomplete information will directly impact your standing. If additional space is needed for any answer, please submit the information on a separate sheet of paper.

Please attach the following documents, or copies, at the time you submit your application:

- Birth Certificate
- High School Diploma or Equivalency Certificate
- Social Security Card
- Driver's License

If applicable:

- Military Discharge (DD214 – Long Form)
- Naturalization Certificate showing US citizenship
- Appropriate permit to work in the United States through the Department of Justice or United States Department of Labor (non-sworn positions only)
- Diploma(s) showing certification of basic training for law enforcement and/or corrections
- Advanced training certificates or summaries
- College transcript(s)

You may submit your application and the required documents listed above by delivering it to the receptionist at the jail or by mailing it to the jail at the address below. Please, do not fax your application and/or the required documents.

Albemarle-Charlottesville Regional Jail
Attn: Human Resources Department
160 Peregory Lane
Charlottesville, VA 22902

I understand all the information contained herein is confidential. These documents will be used to verify my personal history and assist in determining my employment suitability. All information is subject to a thorough review by an investigator and verification by a polygraph examiner. Any deliberately false, misleading, inaccurate, incomplete or untruthful information will be cause for denial of employment with the Albemarle-Charlottesville Regional Jail.

I hereby verify all of the information contained herein is accurate and true.

Signature: _____ **Date:** _____



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AUTHORIZATION FOR RELEASE OF INFORMATION

(MUST BE COMPLETED WITH A NOTARY PUBLIC BEFORE SUBMISSION OF APPLICATION)

Full Legal Name (type or print)

Social Security Number

Date of Birth (mm/dd/yyyy)

I hereby respectfully request and authorize any employer, previous or current, any reference, any neighbor, any educational facility or anyone listed by me on my application to furnish any investigator, or duly accredited representative, of the Albemarle-Charlottesville Regional Jail bearing this release, or copy thereof, any and all information you have concerning me, my Criminal History/Motor Vehicle Violations Report, and my compliance with the Prison Rape Elimination Act of 2003 (PREA Standard 115.17).

I hereby waive all rights to view, or have access to, any information given to the Albemarle-Charlottesville Regional Jail as part of the background investigation. I hereby release you, your organization or others from liability, or damage, that may result from furnishing the information requested to be released above. Background investigations for civilian positions are completed routinely when employment provides access to the secure perimeter of the facility.

Given under my hand this Day of Month Year

Signature of Applicant

Commonwealth of Virginia - County/City of

on Month Day Year Applicant's Name

Personally appeared before me and acknowledged his/her signature to the above statement.

My commission expires the Day of Month Year

Signature of Notary Public



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An Equal Opportunity Employer

APPLICATION FOR EMPLOYMENT

Position applied for:

1. _____ Rate of Pay Expected: _____ per _____

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION APPLICANT INFORMATION

Information required below will be used solely for purposes of reporting and evaluating Albemarle-Charlottesville Regional Jail's process in its equal employment and affirmative action practices. By law, this information CANNOT and WILL NOT be used in a discriminatory manner in determining employability, evaluation of performance or employment promotion.

How did you learn of this vacancy? (Please check one)

- = Mail
- = College Placement Office (Please give name of college) _____
- = Job Service
- = Albemarle-Charlottesville Regional Jail Employee (Please give name of employee) _____
- = Newspaper Ad (Please give name of newspaper) _____
- = Community Organization (Please give name of organization) _____
- = State Office
- = College Recruitment Fair (Please give name of college/university) _____
- = Walk In
- = Other (Please specify) _____

VERIFICATION OF ELIGIBILITY TO WORK

The Albemarle-Charlottesville Regional Jail adheres to the Immigration Reform and Control Act of 1986, which requires new employees to present documentation of citizenship or the authorization to work in the United States. If the Albemarle-Charlottesville Regional Jail employs you, you will have to present a social security card, U. S. birth certificate, and a driver's license. Individuals applying for sworn officer positions must be a United States Citizen.

For purposes of compliance with Section 40.1-11.1 of the Code of Virginia, entitled "Employment of Illegal Immigrants," please state whether you are legally eligible for employment in the United States: (You are legally eligible for employment if you are a United States citizen or if you have an appropriate permit to work in the United States through the Department of Justice or the United States Department of Labor) **Yes** **No**

AGREEMENT

I certify the answers given herein are true and complete to the best of my knowledge.

I understand the Albemarle-Charlottesville Regional Jail is committed to a drug/alcohol free workplace. As a condition of employment, all candidates are required to be tested for illegal substances. Positive results on this pre-employment test will result in the denial of employment with the Albemarle-Charlottesville Regional Jail.

Signature: _____ **Date:** _____



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AUTHORIZATION FOR RECORDS REVIEW

Last Name		First Name		Middle Name			Maiden, Former Marriages(s) Name(s), and/or Aliases	
Month	Date of Birth Day		Year	Place of Birth (City-Town-County)			State	Social Security Number
Race	Sex	Age	Height	Weight	Hair	Eyes	Position Applied For	
Home Address		Street	City-Town- County			State	Zip Code	
AUTHORIZATION FOR RECORDS CHECK								
_____						_____		
Signature						Date		

DO NOT WRITE BELOW THIS LINE
CRIMINAL HISTORY/MOTOR VEHICLE VIOLATION RECORD

RECORDS CHECK RUN BY: _____

SIGNATURE

DATE

APPLICATION PROCESSED BY: _____

SIGNATURE

DATE

REVIEWED BY: _____

SIGNATURE

DATE



PERSONAL DATA

Telephone Numbers (Including Area Code):

Home: _____ Work: _____ Cell: _____

Have you ever legally changed your name: () Yes () No **If Yes,**

From: _____ To: _____

Court Jurisdiction: _____ **Date:** _____

If applicable, place of naturalization:

City and State: _____

Date of Naturalization: _____

Naturalization Certificate Number: _____

Name of Father: _____ **City and State of Residence:** _____

Name of Mother: _____ **City and State of Residence:** _____

If you were raised by someone other than your natural parents, indicate who you lived with between the ages of 13 years old and 18 years old:

Name(s): _____ **Relationship(s):** _____


City and State of Residence: _____

If either parent is remarried, give name and city and state of residence of step parents:

A. _____

B. _____

List the names, ages, and city and state of residence of your brothers, sisters, step-brothers, and/or step-sisters.

	Name	Age	City and State of Residence
1			
2			
3			
4			

What is your present Marital Status? Single Married Separated Divorced Widowed


List name and address of spouse: _____

List name and address of children: 1. _____

2. _____

3. _____

Have you used, tried or experimented with any habit forming or unlawful drug, such as but not limited to, Hallucinogens, Barbiturates, Marijuana or any controlled substance in any form? Yes No **If Yes, explain:**

	Drug Type	Total Usage	Date Last Used
1			
2			
3			

Are you now, or have you ever been, a member or supported the basic tenets and belief of any group association or organization, which advocates aggression or violence towards any person or group of persons because of race, religion or ethnic origin and/or an organized gang associate with active gang members? Yes No **If Yes, give complete details:**

RESIDENTIAL INFORMATION

Chronologically, list all your residences for the past ten (10) years, starting with your present address.

Dates	Complete Address
From:	
Present:	
From:	
To:	
From:	
To:	
From:	
To:	

List any other states you have ever lived in, if not listed above:

EDUCATION

Have you ever attended or been enrolled in a police or correctional academy or school?

Yes No **If Yes, provide the following:**

Name of School	Course	Dates Attended
1. _____		
2. _____		
3. _____		

	High School	G. E. D.	College/University	Graduate/Professional
Name of School				
Grade Number of Years Completed (Check One)	9 10 11 12		1 2 3 4	1 2 3 4
Graduated (Yes or No)				
Year Graduated				
Diploma/Degree				

EDUCATION SUPPLEMENTAL INFORMATION

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or most recent job. Include military service assignments and volunteer activities. Please provide all of the requested information below. Stating "See Resume" will make your application invalid.

Employer:		DATES		Work Performed:	
		From:	To:		
Address:		SALARY			
		Starting:	Final:		
		_____ Hr	_____ Hr		
Job Title	Supervisor	_____ Wk	_____ Wk		
Telephone Number:		_____ Mo	_____ Mo	Check one: Full-Time Part-Time	
Reason for Leaving:				Hours Per Week: _____	
Employer:		DATES		Work Performed:	
		From:	To:		
Address:		SALARY			
		Starting:	Final:		
		_____ Hr	_____ Hr		
Job Title	Supervisor	_____ Wk	_____ Wk		
Telephone Number:		_____ Mo	_____ Mo	Check one: Full-Time Part-Time	
Reason for Leaving:				Hours Per Week: _____	
Employer:		DATES		Work Performed:	
		From:	To:		
Address:		SALARY			
		Starting:	Final:		
		_____ Hr	_____ Hr		
Job Title	Supervisor	_____ Wk	_____ Wk		
Telephone Number:		_____ Mo	_____ Mo	Check one: Full-Time Part-Time	
Reason for Leaving:				Hours Per Week: _____	

EMPLOYMENT EXPERIENCE

List each job held. Start with your present or most recent job. Include military service assignments and volunteer activities. Please provide all of the requested information below. Stating "See Resume" will make your application invalid.

Employer:		DATES		Work Performed:	
		From:	To:		
Address:		SALARY			
		Starting:	Final:		
		_____ Hr	_____ Hr		
Job Title	Supervisor	_____ Wk	_____ Wk		
		_____ Mo	_____ Mo		
Telephone Number:				Check one: Full-Time Part-Time	
Reason for Leaving:				Hours Per Week: _____	
Employer:		DATES		Work Performed:	
		From:	To:		
Address:		SALARY			
		Starting:	Final:		
		_____ Hr	_____ Hr		
Job Title	Supervisor	_____ Wk	_____ Wk		
		_____ Mo	_____ Mo		
Telephone Number:				Check one: Full-Time Part-Time	
Reason for Leaving:				Hours Per Week: _____	
Employer:		DATES		Work Performed:	
		From:	To:		
Address:		SALARY			
		Starting:	Final:		
		_____ Hr	_____ Hr		
Job Title	Supervisor	_____ Wk	_____ Wk		
		_____ Mo	_____ Mo		
Telephone Number:				Check one: Full-Time Part-Time	
Reason for Leaving:				Hours Per Week: _____	

NOTICE TO APPLICANTS
CRIMINAL INVESTIGATION

It is the policy of Albemarle-Charlottesville Regional Jail to request criminal and driving records (for certain positions) on applicants during the screening process. Officers must be eligible for a Virginia Operators License and remain eligible in order to work for the Albemarle-Charlottesville Regional Jail.

Applicants with criminal or traffic convictions may be rejected for employment where there is a demonstrable relationship to the job for which the applicant is applying. The Albemarle-Charlottesville Regional Jail will consider the nature, gravity, and time of the offense rather than automatically excluding applicants solely on the basis of a conviction. Arrest records will have no bearing on the selection process; however, an applicant may be required to provide additional information before being allowed to continue in the selection process.

If, when requested, you do not sign the "Criminal History" or "Motor Violation Record Request" form, you will not be considered for employment.

For applicants for positions at the Albemarle-Charlottesville Regional Jail

Applicants for positions at the Albemarle-Charlottesville Regional Jail will be required to submit fingerprints for an FBI criminal history records check. In addition, a Financial Report may be required.

Have you ever been convicted of any felony, any crime involving moral turpitude, or any offense involving the sexual molestation, physical or sexual abuse or rape of a child? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, describe in full: _____ _____ _____

ARREST RECORD				
Have you ever been charged, arrested or convicted for any Criminal Offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, list:				
	Date	Jurisdiction	Charge(s)	Disposition
1				
2				
3				
4				

DRIVING RECORD			
In what state are you currently licensed to drive? _____ Permit Number: _____ Expiration Date: _____			
Has your permit or privilege to drive ever been suspended or revoked? <input type="checkbox"/> Yes <input type="checkbox"/> No List all traffic tickets you have ever received in Virginia and all other states.			
	Date	Jurisdiction	Reason(s)
1			
2			
3			
4			

SELECTION PROCESS

THANK YOU

Thank you for your interest in a position with the Albemarle-Charlottesville Regional Jail.

WHAT HAPPENS NEXT

Your application will be reviewed and placed in our active files for consideration. It is your responsibility to have all the required supporting documents attached with the application at the time it is submitted.

WHEN A VACANCY OCCURS

After the position announcement closing date, your application will be reviewed to determine if you meet the criteria as set by the Albemarle-Charlottesville Regional Jail. If your credentials have met the qualifications for the position, your application will be sent to the appropriate Department Head for review.

The Department Head or designee determines which candidate(s) will be interviewed. After this determination, the Department Head or designee will contact you to schedule an initial first interview.

If you are applying for a sworn officer position, you will be required to complete a mile and a half run in twenty minutes or less.

Upon completion of all interviews and testing (if applicable), the Department Head or designee will contact you to inform you if you have or have not been selected for an interview with the Superintendent.

NOTIFICATION OF EMPLOYMENT

The official notification of selection for employment comes from the Superintendent to the Department Head or designee. If selected for a position, the Department Head or designee will inform you of your selection and set up a start date and review the terms and conditions of employment. You will be asked to come to the jail to receive your initial hire paperwork (i.e. physical, benefits, etc.) with the Human Resources Department.

APPLICATION AMENDMENTS

Your main application will remain in the active files for six months from the date of receipt. For each additional position you are interested in, you will need to contact the Human Resources Department and ask your application be considered for each position.

You are encouraged to keep the Human Resources Department informed of changes, which occur in the information submitted in your original application.

If you have questions concerning the selection process, you are encouraged to call the Human Resources Department.

EQUAL OPPORTUNITY EMPLOYER

Albemarle-Charlottesville Regional Jail does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment.