



SERVE YOUR COMMUNITY WITH ADOC

Top Pay & Great Benefits with a Law Enforcement Career

- ✓ Up to \$58k Starting Salary
- ✓ Medical and Dental Insurance
- ✓ 13 Annual Sick Leave Days, 13 Annual Leave Days & 13 Paid Holidays
- ✓ Growth Opportunities
- ✓ State Employee Retirement



Personnel Team

Michelle Free
334-353-9554

Cynthia Thomas
334-353-9521

Recruitment Team

Cpt. Napoleon
Goodson
205-288-1034

Lt. Daryl Finch
334-850-4274

Lt. Joey Craig
334-850-0893

Lt. Crystal Smith-James
334-850-0771

Lt. Daniel Obenchain
334-850-0656

Hello,

I am pleased you are interested in joining the Alabama Department of Corrections team. I invite you to participate in the hiring process through one of our on-site hiring events. We are looking for strong, committed individuals like you. ADOC employees enjoy some of the best benefits and opportunities for a meaningful career with significant growth potential.



The ADOC team consists of more than 3,300 correctional personnel and support staff. As the state's largest law enforcement agency, we work daily to fulfill our mission of confining, managing, and providing rehabilitative programs for convicted felons in a safe, secure, and humane environment. Our professionals are committed to public safety and the successful re-entry of offenders into society.

I am committed to supporting the efforts of each member of the ADOC team and am grateful for each person's impact on this organization and the state of Alabama.

This packet provides detailed information about each step and requirement of the hiring process. It includes detailed information about the hiring event for which you have registered and what you should expect that day. Also included are application documents you must complete and other personal documents you must submit. We strongly encourage you to read this packet thoroughly and bring all required documentation to the on-site hiring event. This will help expedite the hiring process.

If you have questions or need assistance with any part of this process, the personnel and recruitment teams can help you. Please don't hesitate to contact any of them. Their contact information is listed on the left.



John Q. Hamm, Commissioner
Alabama Department of Corrections



2025 HIRING EVENTS

Jan. 9, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Jan. 10, 2025*	Wetumpka Training Center	9677 AL-21, Atmore, AL
Jan. 16, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Jan. 17, 2025*	Bibb Correctional Facility	565 Bibb Lane, Brent, AL
Jan. 22, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Jan. 24, 2025*	Staton Correctional Facility	2690 Marion Spillway Rd., Elmore, AL
Jan. 28, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Jan. 30, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Jan. 31, 2025*	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Feb. 3, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Feb. 5, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Feb. 7, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Feb. 10, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Feb. 11, 2025	Bibb Correctional Facility	565 Bibb Lane, Brent, AL
Feb. 13, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Feb. 19, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Feb. 21, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Feb. 24, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Feb. 25, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Feb. 27, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Feb. 28 2025*	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Mar. 5, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Mar. 7, 2025*	Staton Correctional Facility	2690 Marion Spillway Rd, Elmore, AL
Mar. 10, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Mar. 11, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Mar. 13, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Mar. 17, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL

*Friday
***Saturday

Mar. 21, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Mar. 24, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Mar. 25, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Mar. 27, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Mar. 29, 2025***	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Apr. 4, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Apr. 7, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Apr. 11, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Apr. 11, 2025*	Bibb Correctional Facility	565 Bibb Lane, Brent, AL
Apr. 14, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Apr. 16, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Apr. 18, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Apr. 21, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Apr. 22, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Apr. 24, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Apr. 26, 2025***	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Apr. 4, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
May 2, 2025*	Staton Correctional Facility	2690 Marion Spillway Rd, Elmore, AL
May 5, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
May 8, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
May 9, 2025*	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
May 12, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
May 14, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
May 17, 2025***	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
May 19, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
May 20 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
May23, 2025*	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
May 28, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL

*Friday
***Saturday

May 31, 2025***	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Jun. 3, 2025	Bibb Correctional Facility	565 Bibb Lane, Brent, AL
Jun. 6, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Jun. 9, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Jun. 11, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Jun. 13, 2025*	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Jun. 17, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Jun. 20, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Jun. 23, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Jun. 25, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Jun. 28, 2025***	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Jul. 7, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Jul. 9, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Jul. 11, 2025*	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Jul. 14, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Jul. 17, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Jul. 18, 2025*	Staton Correctional Facility	2690 Marion Spillway Rd, Elmore, AL
Jul. 21, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Jul. 23, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Jul. 26, 2025***	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Jul. 29, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Jul. 31, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Aug. 4, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Aug. 6, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Aug. 9, 2025***	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Aug. 11, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Aug. 14, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Aug. 15, 2025*	Bibb Correctional Facility	565 Bibb Lane, Brent, AL

*Friday
***Saturday

Aug. 18, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Aug. 20, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Aug. 22, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Aug. 25, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Aug. 26, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Aug. 28, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Sept. 3, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Sept. 5, 2025*	Staton Correctional Facility	2690 Marion Spillway Rd, Elmore, AL
Sept. 8, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Sept. 9, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Sept. 15, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Sept. 17, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Sept. 19, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Sept. 22, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Sept. 23, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Sept. 25, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Sept. 29, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Oct. 1, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Oct. 3, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Oct. 6, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Oct. 9, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Oct. 15, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Oct. 17, 2025*	Bibb Correctional Facility	565 Bibb Lane, Brent, AL
Oct. 20, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Oct. 21, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Oct. 23, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Oct. 24, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Oct 27, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL

***Friday**
*****Saturday**













Nov. 3, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Nov. 7, 2025*	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Nov. 10, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Nov. 12, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Nov. 14, 2025*	Staton Correctional Facility	2690 Marion Spillway Rd, Elmore, AL
Nov. 17, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Nov. 18, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Nov. 20, 2025	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Nov. 21, 2025	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Dec. 1, 2025	Bullock Correctional Facility	104 Bullock Dr., Union Springs, AL
Dec. 3, 2025	St.Clair Correctional Facility	1000 St. Clair Rd., Springville, AL
Dec. 5, 2025*	Wetumpka Training Center	180 Central Plank Rd., Wetumpka, AL
Dec. 8, 2025	Fountain Correctional Facility	9677 AL-21, Atmore, AL
Dec. 9, 2025	Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL
Dec. 12, 2025*	Limestone Correctional Facility	28779 Nick Davis Rd., Harvest, AL
Dec. 15, 2025	Ventress Correctional Facility	379 Ala. Hwy. 239 N., Clayton, AL
Dec. 16, 2025	Bibb Correctional Facility	565 Bibb Lane, Brent, AL

***Friday**
*****Saturday**

HIRING EVENT INSTRUCTIONS

- You must arrive by 8:00 a.m. to apply for a Correction Officer trainee (COT) position.
- Please complete all forms in this packet and bring them along with other required documentation.
- You must present valid government-issued photo identification, such as a driver's license, state identification card, or military ID card.
- Wear clothing appropriate for physical activity, including athletic shoes and pants no shorter than knee-length. No form-fitted spandex shirts or pants and no white or khaki-colored clothing.

WHAT TO EXPECT

COT	CSG	Hiring Task
		Drug Screening
		Law Enforcement Services Division Interview
		Personnel Document Review
		Fingerprinting
		Physical Fitness Assessment
		Medical Examination

PHYSICAL FITNESS ASSESSMENT

The ADOC Physical Fitness Assessment is a mandatory requirement for the position of Correctional Officer Trainee (COT). Every applicant must pass specific fitness requirements, and there are no exceptions for age or gender.



SLED PUSH

It requires pushing a training sled loaded with 165 lbs of weights at a distance of 15 ft across a level concrete surface.



300-METER RUN & WEIGHT HOLD

Complete a 300-meter run followed by holding a 165 lb dummy for 10 seconds.



HURDLE OVER/UNDER

Run 50 yards, step over a 27-inch hurdle, move under a 42-inch hurdle, and repeat to complete a total of two overs and two unders.



STEP UP TEST

Requires stepping up with each foot onto a 12-inch platform, then stepping down so both feet touch the ground before stepping back up.



BALANCE

The applicant is required to run 72 yards, mount a 6x6-inch beam, and walk 15 ft. Then, the applicant must dismount at the end of the beam.



SIT UP TEST

Applicant starts out lying flat on their back with knees at a 45-degree angle and feet resting flat on the ground.



WEIGHT DRAG

The applicant must drag a 165lb dummy for a distance of 15 ft.



PUSH UP TEST

Assume the front-leaning rest position (push-up) with straight arms, elbows locked, hands shoulder-length apart, and palms placed flat on the floor. The body should be straight when viewed from the side.

PAPERWORK

To avoid any delay in the hiring process, please complete and bring with you:

1. The State of Alabama Employment application on pages 5-8
2. The ADOC questionnaire on pages 9-12
3. Required documents listed on page 13

STATE OF ALABAMA EMPLOYMENT APPLICATION

Form 3 – Revised April 2021

DO NOT WRITE IN THIS SPACE

APPLICATION FOR EXAMINATION

RETURN TO: STATE OF ALABAMA
PERSONNEL DEPARTMENT
64 NORTH UNION STREET
MONTGOMERY, ALABAMA 36130-4100
WWW.PERSONNEL.ALABAMA.GOV
FAX: (334) 242-1110

General Instructions

A SEPARATE APPLICATION IS REQUIRED FOR EACH JOB. Do not write in shaded areas. Complete all parts of the application. Applications not properly completed will be returned. Photocopied and facsimile applications will be accepted.

ENTER LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER BELOW

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PRINT ALL INFORMATION LEGIBLY

Job Title of Examination (one per application):	Option (if applicable):
Full Name _____ <small style="display: flex; justify-content: space-between; width: 100%;"> First Middle Last </small>	
Mailing Address _____ <small style="display: flex; justify-content: space-between; width: 100%;"> House or Apartment Number Street </small>	
<small style="display: flex; justify-content: space-between; width: 100%;"> City State County Zip Code E-mail Address </small>	
Telephone Number: Home (____) _____ Cell (____) _____ Work (____) _____ <small style="display: flex; justify-content: space-between; width: 100%;"> Area Code Area Code Area Code </small>	
The following information is required for governmental reporting or record keeping purposes:	
Date of Birth _____ Sex (check one) 1. () Male () Female <small style="display: flex; justify-content: space-between; width: 100%;"> (Month) (Day) (Year) </small>	
Race (check one) () White () Black () Hispanic () Asian () Native Hawaiian or Pacific Islander () American Indian or Alaskan Native () Two or More Races () Do Not Wish to Respond	

EDUCATION:	CIRCLE OR BRACKET THE HIGHEST GRADE OF SCHOOL COMPLETED.	ED	
High School Diploma or GED? () Yes () No	1 2 3 4 5 6 7 8 9 10 11 12 Coll 1 2 3 4	LC	
PROVIDE INFORMATION ON ALL SCHOOLS ATTENDED. SPECIFY UNDERGRADUATE OR GRADUATE WORK. IF ONLINE, INDICATE BY *ASTERISK.			
Name and Location of School	<small style="display: flex; justify-content: space-between; width: 100%;"> Dates of Attendance Credit Hours Did You Graduate? </small>	Type of Degree and Date	Major
	<small style="display: flex; justify-content: space-between; width: 100%;"> Month/Year Earned Yes No </small>		
	<small style="display: flex; justify-content: space-between; width: 100%;"> From To Sem. Qtr. </small>		
PROFESSIONAL LICENSE OR CERTIFICATE			
License/Certificate Issued By	Field/Trade/Specialization	License/Certificate No.	Expiration Date
LIST COURSES SUCCESSFULLY COMPLETED (AND HOURS EARNED) WHICH ARE PARTICULARLY RELATED TO POSITION (attach additional sheets, if needed)			

CERTIFICATION STATEMENT

I hereby certify, under penalty of perjury, that all statements on or attached to this application are true, correct, and complete. I further agree and understand that any false or deceptive information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the State of Alabama and may prohibit me from being considered for future employment. I understand that all information on this application is subject to verification, and I consent to criminal history background, military service, and employment checks. I agree to allow my employer/prospective employer to receive a copy of my Alabama Background Check report through ALEA. If employed, I agree to electronic deposits of my payroll check and other state payments; and consistent with applicable laws, to receive compensatory time off in lieu of overtime compensation for any overtime hours worked. The State Personnel Department is not responsible for late receipt of applications due to mail service or faxing malfunctions.

Signature _____ Date _____

Your name may be removed from an employment register for any disqualifying reason.
AN EQUAL OPPORTUNITY EMPLOYER

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

ADDRESS AND PHONE NUMBER

List three independent persons, not relatives or present employer, who know you well enough to give information about you.

NAME	ADDRESS AND PHONE NUMBER	EMPLOYER

Should you need testing accommodations due to a health problem or disability, you must contact the State Personnel Department.

Have you ever been involuntarily terminated, discharged, forced to resign, resigned with disciplinary action pending, or resigned in lieu of termination from any job? () Yes () No

If you answered Yes to the above question, provide an explanation noting any mitigating or extenuating circumstances in the space below. If necessary, you may use a separate sheet or sheets and attach to the application.

Have you ever been convicted of a misdemeanor or felony crime? (including pleading guilty or nolo contendere, or attending pretrial diversion.) () Yes () No

If you answered Yes to the above question, list in the space below all prior misdemeanor and felony convictions and any extenuating or mitigating circumstances regarding such convictions. If necessary, you may use a separate sheet or sheets and attach to application.

Have you ever been known by any other name(s)? () Yes () No If Yes, what name(s)? _____

NOTE: THE DISCLOSURE OF A CRIMINAL CONVICTION WILL NOT NECESSARILY BE A BAR TO CONSIDERATION FOR EMPLOYMENT, EXCEPT AS REQUIRED BY LAW. ONCE QUALIFIED FOR A POSITION AND PLACED ON A REGISTER, THE EMPLOYING AGENCY MAY THEN DETERMINE IF THE APPLICANT'S DISCLOSED CRIMINAL CONVICTION IS DIRECTLY RELATED TO THE DUTIES FOR THE POSITION BEING CONSIDERED. CRIMINAL HISTORIES WILL BE SUBMITTED TO THE NATIONAL CRIME INFORMATION CENTER (NCIC) FOR VERIFICATION. FAILURE TO DISCLOSE A CONVICTION MAY BE CONSIDERED AS GROUNDS FOR DISQUALIFICATION. FOR THESE REASONS, APPLICANTS SHOULD BE CAREFUL TO DISCLOSE ALL CRIMINAL CONVICTIONS.

WORK HISTORY

THIS SECTION MUST BE COMPLETED REGARDLESS OF WHETHER OR NOT A RESUMÉ IS ATTACHED.

Begin with your PRESENT or most recent employment. List in REVERSE ORDER periods of employment. Each time you changed jobs or your title changed should be listed as a separate period. Describe in detail your duties. (Attach additional sheets if needed.) Providing salary information is optional.

1. Current or Last Employer				Your Official Job Title		
Address				Type of Business		
FROM Month _____ Year _____	TO Month _____ Year _____	Total Months Worked _____	Number of Hours Per Week _____	Beginning Salary \$ _____ Per _____		Ending Salary \$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis				Equipment You Operated		
Name, Title and Telephone Number of Supervisor				Reason for Leaving		
Describe Your Duties in Detail						

LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: _____

2. Employer					Your Official Job Title		
Address					Type of Business		
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary	Ending Salary
_____	_____	_____	_____	_____	_____	\$ _____ Per _____	\$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

3. Employer					Your Official Job Title		
Address					Type of Business		
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary	Ending Salary
_____	_____	_____	_____	_____	_____	\$ _____ Per _____	\$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

4. Employer					Your Official Job Title		
Address					Type of Business		
FROM Month	Year	TO Month	Year	Total Months Worked	Number of Hours Per Week	Beginning Salary	Ending Salary
_____	_____	_____	_____	_____	_____	\$ _____ Per _____	\$ _____ Per _____
Number/Title of Employees You Supervised On a Continuing Basis					Equipment You Operated		
Name, Title and Telephone Number of Supervisor					Reason for Leaving		
Describe Your Duties in Detail							

5. USING THE ABOVE FORMAT, SHOW OTHER EXPERIENCE BY USING ADDITIONAL SHEETS.

COMPLETE THIS SECTION IF YOU ARE CLAIMING VETERAN'S PREFERENCE

If you claim Veteran's Preference, check the type below. Attach copies (which will not be returned) of the required documents to your application to support your claim.

- 1 () Veteran (5 points) - Requires DD214 or document showing dates of service and type of discharge. **If this has been submitted previously and is on file with this office, you may disregard this requirement. Note: Must be active duty for other than training purposes.**
- 2 () Disabled Veteran (10 points) - Requires DD214 or other document as above and letter of disability from V.A. dated within last 6 months. **V.A. letter must be kept updated until register is established or you lose the extra 5 points.**
- 3 () Deceased Veteran's spouse (10 points) - Requires DD214 or other document as above and marriage and death certificates. **Cannot be claimed if spouse remarries.**
- 4 () Disabled Veteran's spouse (10 points) - Requires DD214 or other document as above and V.A. letter of disability dated within last 6 months. **Cannot be claimed unless still married to disabled veteran who because of this disability is not themselves qualified.**
- 5 () Permanently Disabled Veteran (10 points) - Requires DD214 or other document as above indicating veteran is permanently disabled or DD214 or other document and V.A. letter indicating permanent disability.

COMPLETE THIS SECTION IN ORDER TO BE SCHEDULED FOR WRITTEN EXAMS

Written exams will be given in the places below for which a sufficient number of applicants express preference. Indicate by number your 1st, 2nd and 3rd choices.

- 3 () Birmingham 6 () Jacksonville 9 () Montgomery 11 () Florence 13 () Huntsville
- 5 () Dothan 8 () Mobile 12 () Tuscaloosa 14 () Troy 15 () Auburn

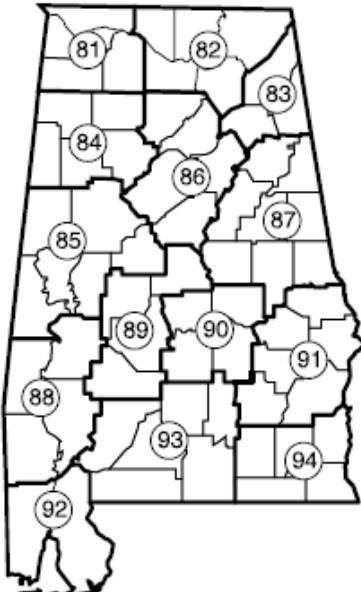
If you qualify, you will receive a notice showing the place and time you are to report for the exam.

Where did you learn of this job? (check all that apply)

- 1 () State Career Center 5 () Friend/Relative 9 () Legislative Representative 13 () TV/Radio Commercial
- 2 () Job Announcement Notice 6 () Dept. News Bulletin 10 () State Recruiter / Counselor 14 () State Personnel Dept. Website
- 3 () Newspaper 7 () Rehabilitation Services 11 () State Personnel Dept. Information Board 15 () Other Website
- 4 () College Placement/Career Office 8 () High School Counselor 12 () Outreach Program (i.e. Church) 16 () Other _____

AVAILABILITY

81 - Northwest Alabama 17 Colbert 30 Franklin 39 Lauderdale 40 Lawrence	84 - Jasper/ Winfield Area 29 Fayette 38 Lamar 47 Marion 64 Walker 67 Winston	87 - East Central Alabama 08 Calhoun 09 Chambers 14 Clay 15 Cleburne 19 Coosa 56 Randolph 61 Talladega 62 Tallapoosa	90 - Montgomery Area 01 Autauga 26 Elmore 43 Lowndes 51 Montgomery	93 - South Central Alabama 07 Butler 18 Conecuh 20 Covington 21 Crenshaw 27 Escambia 50 Monroe
82 - Huntsville/ Decatur Area 36 Jackson 42 Limestone 45 Madison 48 Marshall 52 Morgan	85 - Tuscaloosa Area 04 Bibb 32 Greene 33 Hale 54 Pickens 60 Sumter 63 Tuscaloosa	88 - Southwest Alabama 12 Choctaw 13 Clarke 46 Marengo 65 Washington	91 - Phenix City Troy Area 03 Barbour 06 Bullock 41 Lee 44 Macon 55 Pike 57 Russell	94 - Dothan Area 16 Coffee 23 Dale 31 Geneva 34 Henry 35 Houston
83 - Northeast Alabama 10 Cherokee 25 DeKalb 28 Etowah	86 - Birmingham Area 05 Blount 22 Cullman 37 Jefferson 58 Shelby 59 St. Clair	89 - Selma/Clanton Area 11 Chilton 24 Dallas 53 Perry 66 Wilcox	92 - Mobile Area 02 Baldwin 49 Mobile	95 - Statewide (You will be considered for vacancies throughout the state. Relocation may be necessary)



Please answer the following questions with care. List in the spaces provided those areas of the state in which you would accept employment. You will be considered for employment only in the locations you indicate. You may choose a combination of up to seven counties and/or regions from the list above. If you list a region, you will be considered available for all counties in that region. The counties in each region are listed alphabetically below the region. You will not be considered for jobs involving overnight travel or shift work unless you so indicate.

List the numbers of up to 7 counties and/or regions where you are willing to work _____

Enter the earliest date you will be available to interview for employment. (Your name will not appear on a list of eligibles until this date.) _____

Will you accept work involving overnight travel? () Yes () No Will you accept part-time work? () Yes () No Month Day Year

Will you accept temporary work? () Yes () No Will you accept conditional work? () Yes () No

Which shifts are you willing to work? 0. () all shifts 1. () 1st only 2. () 2nd only 3. () 3rd only 4. () 1st and 2nd only 5. () 1st and 3rd only 6. () 2nd and 3rd only

NOTE: Your name will be placed on inactive status for this class after declining three offers of employment consideration or failing to reply to an agency's inquiry concerning your availability. Your name may be restored to the active register by written request.

ADOC QUESTIONNAIRE



LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

MILITARY:					
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 reason other than expiration of service?
 Yes _____ No _____

If yes, detail reason for discharge:

Is any member of your family currently serving time in an Alabama prison?		
Yes _____ No _____		If yes, list below: (You should also include State Prisoners being held in city and county jails)
Name	Location	Relationship

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, youthful offender convictions, and/or juvenile convictions.			
Date	Original Charge	Location	Disposition



LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

DRIVER'S RECORD:			
Driver's License No:	State:	Expiration Date:	Type:
Traffic History: List all traffic violations within the last three (3) years, for which you have been fined, imprisoned, place on probation, or have posted bond or bail.			
Date	Nature of Violation	Location	Action Taken

RECRUITMENT:		
Were you recruited by an institution Yes _____ No _____		
If you were not recruited by an institution, where would you like to be assigned. List 3 choices.		
1.	2.	3.

Is any member of your family currently an employee of the Alabama Department of Corrections?		
Yes _____ No _____		If yes, list below:
Name	Location	Relationship

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		
Agency	To	From



LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER _____

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

REQUIRED DOCUMENTS

	<p>Copy of high school diploma, a certified copy of high school transcript, or GED certificate.</p> <p>Find your high school and get a copy of your transcript: nces.ed.gov/ccd/schoolsearch Request a record of your GED: ged.com/life_after_ged</p>
	<p>A certified state-issued birth certificate was issued by the Vital Statistics Office. Scans or copies are not accepted.</p> <p>How to get a copy of your certified birth certificate: alabamadi.alea.gov</p>
	<p>Copy of social security card.</p> <p>If you need a copy of your card: ssa.gov/ssnumber</p>
	<p>College degree or transcripts, if applicable.</p> <p>Order your college transcripts here: torder.studentclearinghouse.org/school/select</p>
	<p>Copy of BAT/ACT Workkeys if you do not have an Associate's or Bachelor's Degree. There is a cost of \$45. This can be completed after you have passed the Physical Fitness Assessment.</p> <p>Request a copy of your Workkeys results: myworkkeys.act.org/mwk/login.do?event=go&realm=</p>
	<p>Marriage certificate or divorce decree if you changed your name due to marriage or divorce.</p> <p>How to get a copy of the marriage certificate: cdc.gov/nchs/w2w</p>
	<p>Law enforcement certificate if already certified as a correctional officer or law enforcement officer.</p>
	<p>Court-certified dispositions with cas action summaries for any criminal arrests or convictions show that all fines have been paid.</p> <p>County Explorer: ce.naco.org</p>
	<p>Court-certified disposition and receipts for any traffic citations/tickets within the last three years show that all fines have been paid in full.</p> <p>County Explorer: ce.naco.org</p>