



KCC LOCAL CORRECTIONAL ACADEMY PRE-SERVICE CANDIDATE APPLICATION INSTRUCTIONS

Standards

Read the MSCTC standards and be sure you believe you meet all of them.

Applicant Information Sheet and Authorization for Release of Information

Neatly print the requested information in the boxes. Read and sign at the bottom to indicate your agreement.

Driver's License

Make a copy of both the front and back of your current driver's license. Make sure the photo is recognizable.

Michigan Department of State – Requesting Your Own Record

The driving record required for admission to the corrections academy is your **COMPLETE** driving history (not the abbreviated one). You can obtain your **complete** driving record in person from any Secretary of State "Plus" center. The nearest to the college is located at 2545 Capital Ave, Battle Creek, MI 49015. You must take your driver's license. The fee is \$8.00.

If you prefer to avoid the lines you may also request your record through the mail. A "requesting your own record" form is available on the Local Correctional Academy web page. To complete the form you need to:

- Fill in your name, address, and telephone number in Section 1.
- Fill in your driver's license number and your date of birth where they are requested in Section 2.

- Fill out the payment information in Section 4 (this record costs \$7).
- Use the form we provide or you must also fill out Section 5 requesting that the record be sent to Mr. Ivey at the college address.
- Sign and date the bottom of Section 6 where it says, “I certify that I am requesting my own record information.”
- Mail this form, **with your payment**, to the address listed at the bottom of the form.

Personal History Statement

Answer all questions honestly and completely. Attach additional pages if needed.

Return completed packets to the Criminal Justice office.

Questions?

Call 269-965-3931, extension 2210, or email us at crju@kellogg.edu.

**MICHIGAN LOCAL CORRECTIONS OFFICER
EMPLOYMENT STANDARDS
ACT 125 OF 2003 SECTION 791.543**

- ❖ Not less than 18 years of age
- ❖ United States Citizen
- ❖ High School diploma or GED
- ❖ Meets the standards and requirements set by the Michigan Sheriffs' Coordinating and Training Council
 - No prior felony convictions (includes expunged convictions)

Kellogg Community College Application Requirements:

- ❖ Good moral character as determined by a favorable comprehensive background investigation covering criminal, school, and employment records, home environment, and personality traits and integrity. Consideration will be given to all law violations, including traffic, as well as financial history.
- ❖ Be free from any physical defects or diseases which may tend to impair the efficient performance of a correctional officer, or might endanger the lives of others.
- ❖ Be free from mental or emotional instabilities which may tend to impair the efficient performance of a correctional officer, or might endanger the lives of others.



LOCAL CORRECTIONAL ACADEMY
APPLICANT INFORMATION SHEET AND
AUTHORIZATION FOR RELEASE OF INFORMATION

Type or print only:

Last Name:	First:	Middle:	Suffix (Jr, Sr, III):
Social Security No*:	Date of Birth:	Gender‡:	Race‡:
Residence Address (Street, City, State, Zip):		Phone No:	Highest Degree:
Drivers License No:	Issuing State:	E-Mail:	

Authorization for release of information:

I hereby authorize any individual, agency, or organization to furnish Kellogg Community College and its representatives and/or agents any and all information pertaining to my background and ability to comply with the standards for selection, employment, and training as a corrections officer. Such information includes, but is not necessarily limited to: employment, criminal, academic, military, and personal histories; academic, attendance, and driving records; and medical records (includes medical/emotional, including diagnosis and prognosis, if any).

I hereby authorize any individual, agency, or organization to release such information upon request. This authorization is executed with the full knowledge and understanding that the information is for official use by Kellogg Community College.

I hereby release any individual, agency, or organization, including its officers, employees, and related personnel, both individually and collectively, from any and all damages of whatever kind, which may at any time result to me, my heirs, family, or associates because of compliance with this Authorization for Release of Information, or any attempt to comply with it.

This Authorization shall continue in effect until revoked by me in writing. A photostatic copy of this Authorization shall have the same force as the original.

Signature:	Today's Date:
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<p>* This information is confidential. Confidential information is protected by the Federal Privacy Act.</p> <p>‡ This information is for the purposes of criminal record checks only.</p>



LOCAL CORRECTIONAL ACADEMY
CANDIDATE'S PERSONAL HISTORY STATEMENT

Instructions to the Applicant:

The KCC Correctional Academy requires that all pre-service candidates meet the minimum employment standards (selection requirements) for corrections officers. Candidates must meet these standards at the time of entrance into the basic program and maintain compliance with such requirements throughout the training period.

The information you provide in this personal history statement will be used in evaluating your background and will assist the school staff in determining your suitability for the position of corrections officer.

Please fill out the questionnaire completely and accurately. Return the completed personal history statement to your training program director according to his/her instructions. When completing the personal history statement, please keep in mind that:

- (1) The completion of this form is mandatory;
- (2) All statements are subject to verification; and,
- (3) Deliberate inaccuracies or incomplete statements may bar or remove you from the basic training program.

It is to your advantage to respond openly. 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 of a corrections officer.

NOTE: Use extra sheets of paper, if necessary, to completely answer the questions on the attached pages.

PLEASE PRINT ANSWERS IN INK

KCC CORRECTIONAL ACADEMY CANDIDATE'S PERSONAL HISTORY STATEMENT

PLEASE PRINT IN INK OR TYPE YOUR RESPONSES TO THIS QUESTIONNAIRE

PERSONAL INFORMATION				
LAST NAME		FIRST NAME		MIDDLE NAME
DATE OF BIRTH		AGE	DRIVER'S LICENSE NUMBER AND STATE ISSUED	
mm	dd	yy		
Are you a citizen of the United States?				Yes No

* In accordance with the Federal Privacy Act of 1974, disclosure is voluntary. If necessary, the Social Security Number will be used for identification purposes to ensure proper records are obtained.

HOME ADDRESS		CITY	STATE	ZIP
HOME PHONE NO.	CELL PHONE NO.	EMAIL ADDRESS		
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EMPLOYMENT		
Have you ever been fired or asked to resign from any place of employment?		Yes No
If "Yes", please give the details (include when, where, and the circumstances):		
Have you ever been an unsuccessful candidate for a job because of failure to pass a background check?		Yes No
If "Yes", please give the details (include when, name of agency and the circumstances):		

MILITARY SERVICE		
Have you ever served in the armed forces, National Guard, or military reserves?		Yes No
If "Yes", have you ever been the subject of any judicial or non-judicial disciplinary action?		Yes No
If "Yes", please give the details (include branch of service, when, where, and the circumstances):		

MOTOR VEHICLE OPERATION

List all traffic citations (exclude parking) you have received in your lifetime. Attach additional pages if needed:

APPROXIMATE DATE	NATURE OF VIOLATION	JURISDICTION WHERE VIOLATION OCCURRED	DISPOSITION (Fine, Points, Other)

Do you currently have active violation points on your driver's license? Yes No

If "Yes", how many points do you have? _____ pts

Has your driver's license ever been suspended or revoked? Yes No

If "Yes", please provide the details (what, when, where, and why):

Have you ever been refused a driver's license by any state? Yes No

If "Yes", please provide the details (what, when, where, and why):

Do you currently have any *restrictions* placed on your driver's license? Yes No

If "Yes", please explain (nature of restriction and why):

Have you been involved, as a driver, in a motor vehicle accident? Yes No

If "Yes", please provide the following information:

APPROXIMATE DATE	LOCATION	INVESTIGATING POLICE AGENCY	INDICATE INJURIES

FINANCIAL		
Have you ever filed for or declared bankruptcy?	Yes	No
Have any of your bills ever been turned over to a collection agency?	Yes	No
Have you ever been evicted for non-payment of rent?	Yes	No
Have you ever had a credit card canceled by the company for unpaid balances?	Yes	No
Have you ever had purchased goods repossessed?	Yes	No
If you answered "Yes" to any of the above questions, please give the details (when, firms/business involved, and the circumstances):		

LEGAL		
If you have ever been the <i>suspect</i> of any crime (misdemeanor or felony), please provide the following information. Include any arrests which may have been processed under a "diversion program". This includes court dispositions under the Holmes Youthful Trainee Act. (NOTE: Do not include traffic offenses that are treated as civil infractions.) Attach additional pages if needed.		
APPROXIMATE DATE	POLICE AGENCY	CIRCUMSTANCES (Nature of crime, dispositions, etc.)
Have you ever had a felony conviction "expunged"?		
		Yes No
If "Yes", please provide the details (nature of crime, county where expunged, and when):		
Have you ever been placed on court probation as an adult?		
		Yes No
If "Yes" please provide the details (when, where, why):		
Where you ever required to appear before a juvenile court?		
		Yes No
If "Yes" please provide the details (when, where, why):		
Are you now or have you ever been a plaintiff or defendant in any civil court action?		
		Yes No
If "Yes": please provide the details (when, where, why):		

SCHOOL HISTORY

Have you ever been suspended or expelled from any high school or post-secondary school? (Post-secondary schools include colleges, universities, graduate schools, business and vocational schools.)	Yes	No
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Have you ever been subject to formal discipline procedures, short of suspension or expulsion from school for unacceptable behavior at any high school or post-secondary school?	Yes	No
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If "Yes" to either of the above questions, please explain (include school, date, and circumstances):

Have you ever been denied admission to, or dismissed from, another police training academy or criminal justice academic program?	Yes	No
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If "Yes", please explain (include school/academy, date, and circumstances):

When filling out this Personal History Statement please keep in mind that:

- 1. completion is mandatory,**
- 2. all statements are subject to verification, and**
- 3. deliberate inaccuracies or incomplete statements may bar or remove you from the basic training program.**

I HEREBY CERTIFY THAT ALL STATEMENTS MADE IN THIS PERSONAL HISTORY STATEMENT ARE TRUE AND COMPLETE, AND I UNDERSTAND THAT ANY MISSTATEMENTS OF MATERIAL FACTS WILL SUBJECT ME TO DISQUALIFICATION OR DISMISSAL FROM THE KCC LOCAL CORRECTIONAL ACADEMY.

Candidate's Signature:

Date:

I have reviewed the responses with the candidate and I am assured that he/she understands that any misstatements of material facts will subject him/her to disqualification or dismissal from the KCC Local Correctional Academy.

Interviewer's Signature:

Date:



Local Correctional Academy Uniform Requirements

Employed candidates will wear their department issued uniform and department approved footwear. If the department does not have a traditional corrections uniform, then employed candidates will be required to purchase and wear the pre-service uniform.

Pre-Service candidates must wear the KCC Local Correctional Academy uniform. The Academy meets five days a week and you are required to wear clean and pressed uniforms each day. How many you purchase to meet this requirement is your decision. The uniform and *approximate* costs are listed below:

Black trousers	\$25.00 each
Tan long sleeve logo shirt	\$45.00 each
Black uniform belt	\$22.00 each
Black clip-on tie	\$8.00 each

There is an additional charge of \$10.00 per shirt if tailoring is required.

Uniforms are available through Uncle Ben's Uniforms (262 East Michigan Ave, in Kalamazoo, MI.) Call Barry Arkush (269-381-8913) for an appointment to get fitted as soon as you are accepted into the academy. Uniforms take a minimum of three weeks for delivery.

Pre-service candidates are required to wear black low quarter shoes and/or boots and black socks. These may be purchased anywhere. Pictures have been provided to assist you in your selection of suitable professional footwear.



Boot

Low Quarter Shoe