



EMPLOYMENT OPPORTUNITY

CITY OF PHILADELPHIA

April 9, 2007

CORRECTIONAL OFFICER (GENERAL) EXAM # 07Q45H04

**CORRECTIONAL OFFICER (BILINGUAL SPANISH/ENGLISH)
EXAM # 07Q45H04SP**

Salary Range \$31,554 to \$37,491 per year

APPLICATION PROCESSING FEE: \$35

Applicants must remit at the time of application a non-refundable fee in the amount of \$35.00. Payment may be made by personal check or money order made payable to "City of Philadelphia". Please refer to reverse side for payment processing details.

THIS JOB INVOLVES SHIFT WORK IN THE PHILADELPHIA PRISONS SYSTEM.

YOU MAY APPLY FOR EITHER TITLE ABOVE. IF YOU APPLY FOR THE CORRECTIONAL OFFICER (BILINGUAL) EXAMINATION, YOUR NAME WILL BE AUTOMATICALLY CONSIDERED FOR THE CORRECTIONAL OFFICER (GENERAL) EXAMINATION. USE THE CITY APPLICATION FORM ON THE REVERSE SIDE AND CHECK THE CORRECT EXAM TITLE. APPLICATIONS ARE AVAILABLE FROM 1401 J.F. KENNEDY BOULEVARD, APPLICATIONS CENTER - MSB CONCOURSE LEVEL.

REQUIREMENTS: NO PRIOR EXPERIENCE IS REQUIRED
EDUCATIONAL REQUIREMENT: COMPLETION OF THE 12TH SCHOOL GRADE OR THE EQUIVELANT IS REQUIRED.

YOU MUST BE A RESIDENT OF PHILADELPHIA AT LEAST 1 YEAR BEFORE BEING HIRED; YOU MUST BE AT LEAST 20 YEARS OF AGE WHEN HIRED.

ALL CORRECTIONAL OFFICERS MAY BE REQUIRED TO DRIVE. A VALID DRIVER'S LICENSE IS REQUIRED.

BILINGUAL ONLY: ABILITY TO READ, SPEAK AND WRITE IN BOTH ENGLISH AND SPANISH.

VACANCIES: NUMEROUS APPOINTMENTS WILL BE MADE. THE NEED FOR CORRECTIONAL OFFICERS IS CONSTANT. THESE LISTS ARE SCHEDULED TO LAST FOR AS LONG AS 2 YEARS.

EXAMINATIONS:	WEIGHT:
WRITTEN TEST	100% OF RANK AND SCORE
DRUG SCREENING	PASS/FAIL
MEDICAL EVALUATION	PASS/FAIL
BACKGROUND INVESTIGATION	PASS/FAIL
POLYGRAPH (LIE DETECTOR) TEST	PASS/FAIL
PSYCHOLOGICAL EVALUATION	PASS/FAIL
ORAL EXAMINATION (FOR BILINGUAL ONLY) IN SPANISH	PASS/FAIL

IF YOU PASS THE WRITTEN EXAMINATION YOUR NAME WILL APPEAR ON A CIVIL SERVICE LIST. YOU MUST PASS **ALL** THE ABOVE EXAMINATIONS IN ORDER TO BE CONSIDERED FOR HIRE.

PERSONS WILL BE SCHEDULED FOR THE FOLLOW - UP EXAMINATIONS IN RANK ORDER OF THEIR WRITTEN SCORE, PLUS APPLICABLE VETERAN'S PREFERENCE.

PEOPLE WITH A CRIMINAL BACKGROUND, UNSATISFACTORY EMPLOYMENT HISTORIES AND/OR UNSATISFACTORY MILITARY RECORDS, EXPERIENCE WITH ILLEGAL DRUGS, OR UNSTABLE BEHAVIOR **WILL FAIL** THESE FOLLOW UP TESTS.

THE EDUCATIONAL REQUIREMENT FOR CORRECTIONAL OFFICER MAY BE ANTICIPATED FOR UP TO SIX MONTHS FROM THE DATE OF APPLICATION. HOWEVER, APPOINTMENTS FROM THE ELIGIBLE LIST WILL NOT BE MADE UNTIL THE EDUCATIONAL REQUIREMENT HAS BEEN MET.

CONTINUOUS ANNOUNCEMENT

THE EXAMINATION FOR THIS CLASS IS ANNOUNCED ON A **CONTINUOUS** BASIS. THE ELIGIBLE LIST ESTABLISHED AS A RESULT WILL BE MERGED AS CANDIDATES ARE TESTED. CANDIDATES WHO PASS THE EXAM AND ARE PLACED ON THE CIVIL SERVICE LIST WILL BE RETAINED ON THE LIST FOR A MINIMUM OF ONE YEAR AND A MAXIMUM OF TWO YEARS.



APPLICATION FOR CORRECTIONAL OFFICER
GENERAL EXAM NO. 07Q45H04
BILINGUAL EXAM NO.: 07Q45H04SP

CITY OF PHILADELPHIA
 PERSONNEL DEPARTMENT
 1401 J.F.K. BLVD. - RM. 1640
 PHILADELPHIA, PA 19102-1680

**APPLICATIONS WITHOUT A SOCIAL SECURITY NUMBER
 WILL BE REJECTED!**

SOCIAL SECURITY NUMBER

CHECK ONE:
 CORRECTIONAL OFFICER (GENERAL)
 CORRECTIONAL OFFICER (BILINGUAL)

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NAME: LAST FIRST M.I.

DO NOT WRITE IN THIS SPACE

STREET ADDRESS

VETERAN'S PREFERENCE
 APPROVED DISAPPROVED

DATE _____ BY _____

CITY STATE ZIP

BIRTHDATE
 MONTH DAY YEAR

HOME TELEPHONE NO.: ()

ALTERNATE TELEPHONE NO.: ()

GENDER
 FEMALE
 MALE

RACE
 WHITE LATINO AMERICAN INDIAN
 AFRICAN-AMERICAN/BLACK ASIAN OTHER

VETERAN'S PREFERENCE - Do you claim Veteran's Preference? If "YES", check one of the following
You must attach a photocopy of your DD-214, Member 4:

- As an honorably discharged veteran who served on active duty
 As the spouse of a disabled veteran
 As the spouse of a deceased veteran

APPLICATION PROCEDURE & PROCESSING FEE PAYMENT

Applicants must remit, at the time of application, a non-refundable fee in the amount of \$35.00. Payment may be made by money order or personal check, made payable to "City of Philadelphia."

Applications are available on the Concourse Level of the Municipal Services Building, 15th & J.F. Kennedy Boulevard, Monday through Friday, 8:30 AM to 5 PM.

When applying by U.S. mail, payment should be enclosed with the application and sent to:

City of Philadelphia
 Personnel Department
 1401 J.F. Kennedy Boulevard, Room 1640
 Philadelphia, PA 19102-1680

To apply in person, please visit the Employment Application Center on the Concourse Level of the Municipal Services Building, 1401 J.F. Kennedy Boulevard in Center City Philadelphia. The Application Fee will be required at the time of application.

This application fee may be waived for individuals who demonstrate an inability to pay because of certain types of financial need.

More information about the Application Fee may be viewed at <http://www.phila.gov/personnel/>

I certify that the information provided by me is true, complete and correct to the best of my knowledge and is made in good faith. I understand that if I make any misstatement I am subject to disqualification or dismissal and to such other penalties as may be prescribed by law, ordinance, or Civil Service Regulations.

SIGNATURE

DATE

THE CITY OF PHILADELPHIA IS AN EQUAL OPPORTUNITY EMPLOYER