**Instructions for Applying for a Job with GDC**

All vacancy announcements for the Georgia Department of Corrections (GDC) will be posted on GDCJobs.com. Each vacancy announcement listed at this site will include a contact person with a phone number, fax number, physical mailing address and/or e-mail address for that contact person. You will apply directly to that location/contact person in order to apply for a specific vacancy.

In order to apply for a job with GDC, **all applicants** will do the following:

1. View the vacancy announcements on GDCJobs.com and determine which jobs and/or locations you wish to be considered for employment.
2. Determine whether you meet the minimum qualifications for the job(s) in which you are interested in applying. The minimum qualifications are the first measure of qualification for a specific job and will determine whether your application will be further considered for that job.
3. Send your application or resume to the attention of the contact person via e-mail, fax or physical mailing address within the application period indicated in the announcement. Applications received after the closing date will not be accepted. You may also contact the contact person to ask questions about the job and to answer any questions you may have concerning the application process.
4. If further information is needed to complete your application, you will be contacted by the contact person for that job announcement or work location.

It is important that you send your application directly to the contact person and/or location in the vacancy announcement. Applications sent to another location will not be forwarded and may result in you not being considered for jobs in which you intended to submit an application.
Correctional Officer Applicant Information

Required Documentation:
■ A completed State of Georgia Application for Employment.
■ High School Diploma or state issued GED Certificate.
■ Social Security Card or other official document to establish employment eligibility.
■ Birth Certificate or other recognized proof of birth.
■ Valid Driver’s License or other official document to establish identity.
■ DD214 or equivalent (if applicable).
■ Selective Service Registration Card or proof of being exempt from registration (male applicants only between 18 and 26 years of age).

Minimum eligibility requirements are:
■ At least 18 years of age
■ A US Citizen
■ High School diploma or state issued GED Certificate
■ Possess good moral character
■ Complete a personal interview
■ Free from any physical, emotional or mental condition which might adversely affect exercising the essential tasks or duties of a peace officer
■ Successfully complete the POST Entrance Examinations (Accuplacer)
■ No felony convictions, misdemeanor of domestic violence or multiple misdemeanors.

Minimum Physical Requirements are:
■ Female applicants: 4 pushups in one minute, 8 sit-ups in one minute and run one mile in 16 minutes or less.
■ Male applicants: 8 pushups in one minute, perform 12 sit-ups in one minute, and run one mile in 16 minutes or less.
■ Be physically capable of carrying out the duties of his or her appointment.
■ Vision -- minimum vision of 20/40 in each eye, corrected or uncorrected (with or without glasses or contact lenses).
Adequate depth perception and the ability to distinguish colors.
■ Peripheral vision -- at least 70 degrees in each eye.
■ Hearing – Hearing loss no greater than 24dB (decibels) for the average of frequencies 500Hz, 1000Hz, 2000Hz, and 3000Hz in the better ear, unaided (without a hearing aid) or aided (with a hearing aid).

Must the Georgia Department of Corrections requirements:
■ Must successfully meet all the requirements of the Peace Officer Standards & Training Council (POST)
■ Receive POST Certification
NOTE: Applicants who do not meet the Minimum Qualifications, cannot become a GDC Correctional Officer.

Employment Information:
All applicants must be willing to work any shift. Shift assignments are not permanent and are subject to change. Applicants must be willing to:

- Have a criminal background investigation.
- Have a pre-employment drug screening.
- Take and pass the POST Entrance Exam (Accuplacer Test). Accuplacer scores must be in a sealed envelope confirming passing Accuplacer scores. See more information below.
- Take and pass an online GDC integrity test (only available from GDC Human Resources)
- Complete medical examination at their own expense.

If hired, employee must:

- Provide drivers history for past seven years if they have possessed a license in any state other than Georgia.
- Attend Five-week Basic Correctional Officer Training course.
- Become POST certified.