

CORE

CALVERT ONLINE RECRUITMENT & EMPLOYMENT

Online Application Guide

Welcome to Calvert Online Recruitment and Employment (CORE). Follow the steps below to apply for a position with Calvert County Government that is currently being advertised.

The Office of Personnel is available to assist you Monday through Friday, 8:30 a.m. to 4:30 p.m. EST. Please call 410-535-1600 ext. 2401 or 2359, or email PersonnelMail@co.cal.md.us.

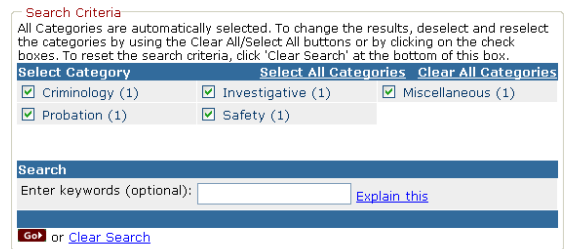
1. Go to www.co.cal.md.us and click on **EMPLOYMENT OPPORTUNITIES** in the lower-right-hand corner of the screen.



2. From the Office of Personnel homepage, select one of the following links:

- Employment Opportunities** - positions advertised to the public
- In-House Opportunities** – positions ONLY available to eligible current Calvert County Government employees
- Seasonal Employment Opportunities** – seasonal positions advertised to the public

3. Scroll down the page until you see the alphabetical list of job titles and click on the job title in which you have an interest.



4. Review detailed information regarding the position: Job Description, Benefits, and Supplemental Questions. If, after reviewing the job announcement, you wish to submit an application click on the **APPLY** link.

1 record found.
Page 1 of 1

Position	Emp. Type	Salary	Closing Date
Correctional Officer - Grade CO1	Merit Full Time	\$39,874.00 - \$59,155.00 annually	Continuous

Page 1 of 1

[Print Job Information](#) | [Apply](#)

Description	Benefits	Supplemental Questions
<p>Job Summary Performs correctional work as a probationary officer in the County's detention center. Work involves learning and practicing the methods and techniques of corrections, and applying the laws and rules of the detention center, to the custody and care of inmates at the center. The work requires specialized training and is performed under close to general supervision.</p>		
<p>Essential Job Functions/Other Duties/KASS: Controls entry to and exit from secure areas of the center; monitors inmate behavior in areas of the center by direct observation, TV and radio.</p>		

Are you registered?
To apply online for a position, please create an account [HERE](#) (registration is free). If you have already created your GovernmentJobs.com personal account, please login below.
[Online Employment Application Guide](#)

Username:

Password:

Not Registered Yet? [Create Your Account Here!](#)
[I Forgot My Password](#)

5. Enter your GovernmentJobs.com account Username and Password here to log in.

- Don't have a GovernmentJobs.com account? Click [here](#) for directions to create a new account.

6. Enter your **Personal Profile** information. Click on the **Save** button on the bottom of the section.

Applicants who have previously saved their **Personal Profile** information can view it by clicking on step #1, **Job Application**.

Click on **Edit Personal Profile** to make changes or additions.

Add Education and Work Experience by clicking on **Add Education** or **Add Work Experience** and complete these sections. You can also add **Certificates or Licenses, Skills, Additional Information, References** and attach a **Resume**, if desired. Use the **Edit** and **Delete** buttons to make changes in these sections.

Click on the Save button at the bottom of each section.

Tips:

- Please do not use all *UPPERCASE* or *lowercase* letters. You should type the information on your application using proper capitalization, punctuation and standard use of upper and lower case letters.
- All sections marked with an * are required fields.
- It is very important that the application is complete and that any attachments are for clarification purposes only. A resume will not substitute for the data requested.
- Applications may be rejected if incomplete. It is important that your application reflect all relevant education, training and experience (including volunteer work and military experience) that may help you qualify for the position.

Click on **Go to Step 2: Agency-Wide Questions**

Correctional Officer - Grade C01 - Application process steps:

1 >>>>
 2 >>>>
 3 >>>>
 4 >>>>
 5

[Job Application](#)
 [Agency-wide Questions](#)
 [Supplemental Questions](#)
 [Confirm Application](#)
 [Certify & Submit](#)

Job Application >> Review * Required Field

Complete your application by scrolling down and adding your information. When you are finished entering all of your information (such as education, work history, certificates, etc.), click on the button below to continue.

[Go to Step 2: Agency-wide Questions](#)

Personal Profile [Edit Personal Profile](#)

Name: M Davis Address: 123 Main Street
 Prince Frederick, Maryland 20678

Email: davisdm@
 Notification Preference: Email

Home Phone: (301) 123-4567 Alternate Phone: (410) 123-4567
 Former Last Name: Month and Day of Birth:

Other Personal Information

Driver's License: Yes, Maryland D 123-456-789-012 Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Associate's Degree

Preferences

Preferred Salary: \$39,874.00 per year

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

Education [Add Education](#)

High School Did you graduate: Yes [Edit](#) | [Delete](#)
 Calvert Degree Received: High School
 9/1999 - 6/2003 Diploma
 Prince Frederick, Maryland

Work Experience [Add Work Experience](#)

Owner/Landscaper Hours worked per week: 45 [Edit](#) | [Delete](#)
 1/2008 - 4/2009 Monthly Salary: \$1,600.00
 Name of Supervisor: Self
 Davis Landscaping May we contact this employer? Yes
 Prince Frederick, Maryland 20678

Duties
 Run landscaping business

Certificates and Licenses [Add Certificates or Licenses](#)

Skills [Add Skills](#)

Office Skills [Edit](#)

Typing: 40
 Data Entry: 0

Languages

French - Speak, Read, Write [Edit](#) | [Delete](#)

Additional Information [Add Additional Information](#)

References [Add Reference](#)

Resume [Edit Resume](#)

Text Resume

Resume Attachment
 None

[Go to Step 2: Agency-wide Questions](#)

Correctional Officer - Grade C01 - Application process steps:

- 1 Job Application
 2 Agency-wide Questions
 3 Supplemental Questions
 4 Confirm Application
 5 Certify & Submit

Agency-wide Questions

* Required Field

If you need more than **30 minutes** to complete this section click the **'Save Work in Progress'** button occasionally to save your work. **Typing does not extend your session.** All questions marked **'Required'** need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of the following questions is to obtain additional job related information to evaluate you for the position you are applying for or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies.

*1. What hours and days are you available to work?
Available as required for the position.

*2. What is the lowest salary you will accept?
\$39,874/year

*3. Are you related by blood or marriage to any employee or official (elected or appointed) of Calvert County Government?
 Yes No

*4. If you answered yes to the previous question, what is their name, department and relationship to you? If you answered no to the previous question, please enter "N/A" in this space.
N/A

*5. Have you ever been convicted, forfeited collateral, or are you now under charges for any felony or any firearms or explosives offense?
 Yes No

*6. If you answered yes to the previous question, list all such offenses and state date, place, and action taken. NOTE: A conviction will not automatically exclude you from employment. The nature of the conviction and how long ago it occurred is important. Give all of the facts so a decision can be made. If you answered no to the previous question, please enter "N/A" in this space.
N/A

*7. May we call or email your current place of employment?
 Yes No

*8. Can you perform the essential functions of this position with or without reasonable accommodation?
 Yes
 No
 No Response

*9. How did you find out about this position. Please select one of the following:
 Baltimore Sun
 Calvert Independent
 Calvert County Website
 Other Internet Sites

11. What is your ethnic origin? The federal government requires that an employer maintain records on the race, gender, and ethnic group of its applicants. (See Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. 1607 et seq., 41 C.F.R. 60-3.1 et seq., - 1978). In order to comply with these requirements, Calvert County Government requests that you supply the information sought below. The information is for record keeping purposes only. This information will remain separate from the application and will in no way be used in consideration of your application for employment. Failure to provide this information will not jeopardize your opportunity for employment.
 Black
 Hispanic
 American Indian/Alaskan Native
 Asian Pacific Islander
 White (Not Hispanic Origin)
 Other

12. What is your date of birth? Please respond in the following format - mm/dd/yyyy
01/01/1975

Save Work in Progress Save & Proceed

7. Answer the **Agency-Wide Questions**.

Agency-Wide Questions marked with an * are required fields.

Other questions are voluntary, and are used for statistical purposes only.

Tips:

- If you need more than 30 minutes to complete this section click the **Save Work in Progress** button occasionally to save your work at the bottom of the page.
- If you need to stop and return to the application at a later time, click on the **Save Work in Progress** button at the bottom of the page.

Click on the **Save & Proceed** button at the bottom of the page when you have answered the Agency-Wide Questions.

8. Answer the job-specific **Supplemental Questions**.

The purpose of the **Supplemental Questions** is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

Click on the **Save & Proceed** button at the bottom of the page.

Main Menu Application Status My Account

Correctional Officer - Grade CO1 - Application process steps:

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 2 >>>>>
 3 >>>>>
 4 >>>>>
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[Job Application](#) [Agency-wide Questions](#) [Supplemental Questions](#) [Confirm Application](#) [Certify & Submit](#)

Supplemental Questions * Required Field

If you need more than **30 minutes** to complete this section click the '**Save Work in Progress**' button occasionally to save your work. **Typing does not extend your session.** All questions marked '**Required**' need to be answered in order to submit the application. Note: **DO NOT** use HTML tags in your answers.

The purpose of this Supplemental Questionnaire is to obtain additional job related information in order to evaluate your education, training and experience relative to the position you are applying for.

*1. Do you have a High School diploma or a GED certificate?
 Yes No

*2. Do you have a valid driver's license?
 Yes No

Save Work in Progress Save & Proceed

* Required Field

9. Review your application during the **Confirm Application** process, selecting **Edit** to make changes.

Click on the **Confirm Application** button on the bottom of the page to confirm application.

Main Menu Application Status My Account

Correctional Officer - Grade CO1 - Application process steps:

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Confirm Application

Please review the application you're about to send for the position of **Correctional Officer - Grade CO1**. If you need to modify any parts of your application, just click the '**Edit**' button next to the section you wish to modify. Once you've reviewed the application click the '**Confirm Application**' button to proceed to the final 'Certify & Submit' step.

Confirm Application

Personal Profile [Edit Personal Profile](#)

Name:	M Davis	Address:	123 Main Street Prince Frederick, Maryland 20678
		Email:	davisdm@
Home Phone:	(301) 123-4567	Notification Preference:	Email
Former Last Name:		Alternate Phone:	(410) 123-4567
		Month and Day of Birth:	

Other Personal Information

Driver's License: Yes, Maryland D 123-456-789-012
Class C

Can you, after employment, submit proof of your legal right to work in the United States? Yes

What is your highest level of education? Associate's Degree

Preferences

Preferred Salary: \$39,874.00 per year

Are you willing to relocate? No

Types of positions you will accept: Regular

Types of work you will accept: Full Time

12. Q: What is your date of birth? Please respond in the following format - mm/dd/yyyy [Edit](#)
 A: 01/01/1975

Supplemental Questions [Edit Supplemental Questions](#)

1. Q: Do you have a High School diploma or a GED certificate? [Edit](#)
 A: Yes

2. Q: Do you have a valid driver's license? [Edit](#)
 A: Yes

Confirm Application

Correctional Officer - Grade C01 - Application process steps:

- 1 Job Application
- 2 Agency-wide Questions
- 3 Supplemental Questions
- 4 Confirm Application
- 5 **Certify & Submit**

10. Click the **Accept** button on the bottom of the page on the digital signature screen to **Certify & Submit** your application.

Please note: Your application will not be submitted until you click on the **Accept** button.

A confirmation screen (below) will appear.


Click on the link for a printable version of the application just submitted.

Applicants may contact the Office of Personnel to check the status of their application at 410-535-1600 ext. 2359 or ext. 2401 during normal business hours or visit the Office of Personnel homepage for directions to **Check Application Status** online 24 hours a day/7 days a week.

Main Menu	Application Status	My Account
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Application for **Correctional Officer - Grade C01** is complete. [Click here for a printable version of the application you just submitted](#)


Confirmation



Thank you for your interest in employment opportunities with Calvert County Government. We have received your application and are taking steps to afford you full consideration for the above referenced position.

As a result of this recruitment, we anticipate receiving numerous applications from others seeking employment. We will be contacting those candidates who are selected for an interview. Those candidates interviewed will receive notice of final disposition of this position. Those candidates not selected for an interview will receive a regret letter. Please feel free to call the Office of Personnel at (410) 535-1600 or (301) 855-1243 ext. 2359 or ext. 2401 regarding the status of your application.

Certify & Submit



NOTICE TO APPLICANTS
Please read carefully: In submitting this application for employment, I authorize investigation of all statements contained therein. I hereby authorize Calvert County Government to make any contacts necessary to my employment, such as previous employers, criminal or credit bureau records. I authorize any person or organization whose name I have given as a character reference or by whom I have been previously employed and any educational institution which I have stated I attended to furnish the County any information they may have concerning me. I hereby release the County, all such persons, organizations, and institutions from any claims for damages or otherwise by reason of furnishing such information and records. It is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application or for separation from County employment.

I understand that this application is the property of Calvert County Government and will become part of my permanent file if I am accepted for employment. Driving record checks are used to confirm the identity of applicants. Driving violations will only be considered for applicants or employees who may be required to operate a County or personal vehicle on County business. Specific requirements will depend on the nature of the position and the insurance company's requirements. I hereby authorize the County to obtain a complete driving history.

I understand that official offers of employment are only made in writing by the Director of Personnel. Any prior conversations regarding salary, date availability to work, and related matters are considered preliminary and do not constitute an offer of employment nor should they be taken as a promise or assurance that such an offer will be forthcoming in the future. Therefore, no change in my current status should be made in reliance on any statement, conversation, or representation other than in a written offer of employment from the Director of Personnel.

UNDER MARYLAND LAW ANY EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OF PROSPECTIVE EMPLOYMENT OF ANY EMPLOYEE TO SUBMIT OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST. AN EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100. EXCEPTIONS FOR CALVERT COUNTY FOR WHICH POLYGRAPHS MAY BE REQUIRED ARE LAW ENFORCEMENT OFFICERS, EMPLOYEES OF LAW ENFORCEMENT AGENCIES, CORRECTIONAL OFFICERS, EMPLOYEES OF THE DETENTION CENTER HAVING DIRECT PERSONAL CONTACT WITH INMATES, AND COMMUNICATIONS OFFICERS OF THE CONTROL CENTER.

Policy Statement: Calvert County Government is an equal opportunity employer and shall not discriminate against any employee or applicant for employment because of age, sex (including pregnancy) (except where age or sex are essential bona fide occupational requirements), marital status, national origin, religion, race, color or disability. Reasonable accommodations will be made for individuals where it does not pose a hardship upon Calvert County. It is the policy of Calvert County that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied benefits of the services, programs or activities provided or made available, or to otherwise be subjected to discrimination by Calvert County.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE STATEMENTS.

I CERTIFY THAT I HAVE NOT ALTERED THE CONTENTS OF THIS APPLICATION IN ANY WAY AND THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT (WITHOUT OMISSIONS) TO THE BEST OF MY KNOWLEDGE.

Once you select "accept" you cannot make changes or additions to your application for this job posting and you cannot submit more than one application for the same posting.

A copy of this release is as the original.

Applicants will also receive a confirmation email from info@governmentjobs.com.

11. Click on the **Logout** link in the upper-right-hand corner.

It is important that you log out of your account before leaving a public access computer so that the next user cannot see your personal information.

Congratulations!

You have successfully completed your job application for a position with Calvert County Government.