

MIAMI-DADE CORRECTIONS & REHABILITATION DEPARTMENT

ATTENTION: APPLICANTS

READ THE INSTRUCTIONS CAREFULLY



Thank you for your interest of employment with the Miami-Dade Corrections and Rehabilitation Department. Please read the following information concerning the steps necessary to begin our selection process.

Applicants must complete and return a Personnel History Questionnaire and Orientation Forms to our department's Personnel Bureau, located at Martin Luther King, Jr. Office Plaza, 2525 N.W. 62 Street, 2nd Floor, Miami, Florida from 8:00 a.m. - 3:30 p.m., Monday through Friday.

To obtain and print these forms, please go online to www.miami-dade.gov/corrections. Click on the "Recruitment Information" Button and you will find these forms. **(COMPLETE FORMS IN BLACK INK ONLY)**

Be sure your Personnel History Questionnaire is completely filled out. **DO NOT OMIT ANY INFORMATION.** You will also need to bring the following original documents for visual verification:

- PROOF OF CITIZENSHIP (BIRTH CERTIFICATE, US PASSPORT OR NATURALIZATION CERTIFICATE)
 - DRIVER LICENSE
 - SOCIAL SECURITY CARD
 - RESIDENT ALIEN CARD (NON-US CITIZENS ONLY) – CIVILIAN APPLICANTS
 - HIGH SCHOOL DIPLOMA OR GED CERTIFICATE (High School Diploma/GED Certificates that are received from out-of-state and/or private schools must be verified by Miami-Dade Community College)
 - DD214 (VETERANS ONLY)
 - MARRIAGE LICENSE/NAME CHANGE
 - DIVORCE DECREE
 - ARREST FORM AND DISPOSITION (INCLUDING JUVENILE AND TRAFFIC ARREST)
 - FLORIDA BASIC ABILITIES TEST (FBAT) OR CRIMINAL JUSTICE BASIC ABILITIES TEST (CJBAT) FOR CORRECTIONAL OFFICERS
 - CERTIFICATE OF COMPLIANCE FOR CORRECTIONAL OFFICERS ISSUED BY THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT
 - 2"x2" IDENTICAL COLOR PHOTO (THESE MAY BE OBTAINED FROM ANY INSTANT PHOTO MACHINE, AT MOST MALLS, OR DRUGSTORE PHOTO COUNTER. THE PHOTOS MUST BE FULL FACE AND FRONT VIEW)
 - BRING THE NAMES AND PHONE NUMBERS OF THREE OF YOUR NEIGHBORS (NAMES SHOULD INCLUDE YOUR NEIGHBOR ACROSS THE STREET AND TWO FROM EITHER SIDE OF YOUR RESIDENCE. YOU SHOULD ALSO INCLUDE A DAYTIME PHONE NUMBER FOR EACH NEIGHBOR)
- ❖ **PROFESSIONAL ATTIRE IS REQUIRED FOR INTERVIEWS WITH BACKGROUND INVESTIGATORS.**
- ❖ **APPLICANTS WHO FAIL TO COMPLY WILL NOT BE PROCESSED.**

"Delivering Excellence Every Day"