



## LOUISVILLE METRO DEPARTMENT OF CORRECTIONS

### APPLICANT DOCUMENT/FORM CHECKLIST

Welcome to the Louisville Metro Department of Corrections Selection Process. On the LMDC recruitment website, you will find numerous forms. Each form is to be completed and printed out by you and brought to your scheduled Physical Agility Testing at the Louisville Metro Department of Corrections Training Academy. Please follow the below instructions in completing these documents. **DO NOT DEVIATE FROM THESE INSTRUCTIONS.**

- ❖ **Informed Consent Form** – complete the entire forms make sure you sign and date the form. Bring one copy of the form to the Physical Agility Testing.
- ❖ **Medical Release Form** - Applicants must answer ALL questions to be eligible to complete the LMDC physical agility testing exercises. Any applicant who answers **yes** to any of the medical questions must obtain a physician’s release before completing the physical agility test. Bring one copy each of the forms to the Physical Agility Testing.
- ❖ **Pre – Employment Polygraph Screening Booklet** – fill out the entire booklet and print out **ONE (1)** copy of this booklet and bring to the Physical Agility testing. **When completing this booklet, it is important that you are completely honest in your responses. Dishonesty in your responses could lead to your removal from the selection process.**
- ❖ **Official Driving History Record** – from the Commonwealth of Kentucky Transportation Cabinet. <http://transportation.ky.gov>
- ❖ **Pre – Employment Interview Packet** - Please complete the enclosed forms and bring them to the Pat Test: Residential History, Confidential Work References: *Please complete one form for each employer you have worked for in the last five years or your last three employers whichever is greater. Note: We will mail them to your employer .Release of Information (need 3 completed releases)*  
**Incomplete or illegible forms will not be accepted.** Additionally, you must bring a **Record Check** from the county in which you reside if you live outside of Jefferson County and you must provide your driver’s license. If you have any charges on your record, other than traffic violations please bring a copy of the court’s disposition. **You will not be interviewed without this information.**
- ❖ **A color copy of your driver’s license**



❖ **Your actual driver's license**

❖ **Credit Report**

Please do not staple these forms. Please bring them paper clipped together.

If you have any problems completing these forms, contact Sharon Franklin at [Sharon.franklin@louisvilleky.gov](mailto:Sharon.franklin@louisvilleky.gov) or [Tamiko.joyner@louisvilleky.gov](mailto:Tamiko.joyner@louisvilleky.gov)