



CORRECTIONS CORPORATION OF AMERICA

Guidelines of Acceptability for CCA Facilities with a contract with the United States Marshals Service (USMS)

Potential applicants seeking employment with CCA Facilities with a USMS contract should be aware that the application and selection process requires the completion of many documents and consent to a full background investigation. It can take months for this process to be completed. However, once the initial information is submitted, a conditional clearance for employment may be granted. CCA works with the Marshals Service to expedite the process; applicants that are prepared for the process can assist CCA and the Marshals Service in expediting a conditional clearance.

The following is information that may assist individuals in self-evaluating their qualifications and preparing for the application process.

Minimum requirements for every position include the following:

- At least 21 years of age
 - Must sign a certification of minimum age requirement
- Valid driver's license, with reasonable driving history
- No felony or Domestic Violence Convictions
- Successfully complete a United States Marshals Service (USMS) background check
 - Background check is extensive (see below)
 - Includes a credit check
- High School Diploma or GED
 - Must provide proof of Diploma or GED within 3 days after start date

If selected, applicant must clear a pre-employment physical and a drug and TB screen.

The USMS background check is extensive. The areas that will be covered in the background check are:

Employment History: Must be prepared to provide detailed information of employment history for the past 7 years, including:

- Employer's Name, Address, and phone number
- Supervisor's Name
- Dates of employment

During the interview process, be prepared to provide more verifiable detailed information concerning employment history:

- Reasons for dismissal or resignation
- Employment related reprimands or disciplinary actions

- Absences, tardiness or leave abuse
- Employment related illegal drug or alcohol issues

Financial Responsibility: A credit check is part of the USMS background check. Some of the credit/financial issues that will disqualify an applicant from consideration include (but are not limited to) the following:

- Failure or inability to live within ones means, satisfy debts, and meet financial obligations
- Refusal to admit to a just debt is not enough to resolve an unfavorable credit record. A derogatory credit report must be resolved by the individual and appropriate documentation provided.
- Any disputes between the applicant and the credit agency must be resolved by the applicant and documentation submitted
- Repossession of an automobile for non- payment, eviction from rental property for non-payment must be resolved and provide documentation

Dishonest conduct & integrity: Some of the conduct & integrity issues that may disqualify an applicant from consideration include (but are not limited to) the following:

- Offering, solicitation or acceptance of a bribe;
- Individuals must be trustworthy and of good conduct;
- Any involvement with introducing contraband into a correctional environment; and
- Excessive use of alcohol that shows negative pattern and affect on job performance.

Criminal History: Some of the criminal issues that may disqualify an applicant from consideration include (but are not limited to) the following:

- Arrests regardless of offense or when it was committed, is derogatory information;
- Any arrest that resulted in a conviction and fine/ imprisonment; and
- Evidence of illegal use of prescription or non prescription drugs by an applicant.

Medical History: An authorization for release of limited medical health information may also be required.