



# Berks County Jail System

Jeffrey R. Smith - Warden

1287 County Welfare Road  
Leesport, Pennsylvania 19533  
610-208-4800

## 2026 APPLICATION Please complete ALL sections and print clearly.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_ Male or Female (circle one)

Maiden Name/A.K.A: \_\_\_\_\_ Race: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Drivers License/State ID#: \_\_\_\_\_ Place of Birth (State, Country): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Telephone #: (Home) \_\_\_\_\_ (Cell #) \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone # \_\_\_\_\_  
(Name) (Relationship)

Are you or have you ever been a volunteer here at BCJS? **Yes / No** If yes, when? \_\_\_\_\_

Have you ever applied as a volunteer and been denied or failed to complete the application process? If yes, when? \_\_\_\_\_

Name of Organization you will be volunteering through: \_\_\_\_\_

Organization Contact Name/Phone# \_\_\_\_\_

List all relatives and friends that have ever been incarcerated here: (if needed - use other side or attach list of names)

List all relatives or friends employed at this institution: (if needed - use other side or attach list of names)

Have you ever lodged a **PFA** against someone or had a **PFA** lodged against you? **Yes / No**

If yes, **please explain:** \_\_\_\_\_

**Have you ever been arrested, cited, and/or charged with a crime (including as a juvenile)?** **Yes / No**

**If yes, you must provide your complete criminal history of any arrests or charges** (including juvenile). List the year, the charge(s), and the disposition: (**Disposition means: Guilty, Not Guilty, Dismissed, Withdrawn, Expunged, Restitution fines, ARD, Probation, etc.**)  
(if needed - use other side or attach additional information)

Year \_\_\_\_\_ Charge(s) \_\_\_\_\_ Disposition \_\_\_\_\_

Year \_\_\_\_\_ Charge(s) \_\_\_\_\_ Disposition \_\_\_\_\_

Year \_\_\_\_\_ Charge(s) \_\_\_\_\_ Disposition \_\_\_\_\_

I hereby declare that, to the best of my knowledge, the above information is true and correct. **I understand that if I omit or forget and do not fully disclose all the information requested above, it may disqualify me from the volunteer program.** I further agree to abide by all regulations governing my service as a volunteer with the Berks County Jail System. I understand that volunteers are not permitted to perform professional services unless certified or licensed to do so. I agree that I will not engage in any activity that violates the rules of this institution and/or could lead to a security breach. I understand that such behaviors or activity may restrict my access to the institution and/ or subject me to criminal prosecution.

Finally, I authorize Berks County Jail System staff to conduct a criminal background check of my past as well as any other historical check that may be required to process the application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date