Dispatcher Application

Date of Application:_________________________

Applicant’s Name: ____________________________

(Last) (First) (MI)

Please Read Carefully

The duties of a Preston County E-911 Dispatcher are as described in the Preston County E-911 Dispatcher Job Description. In addition to the information outlined therein, a Preston County E-911 Dispatcher must:

• Have the ability to express thoughts concisely and meaningfully with an effective speaking voice, good diction, good telephone technique, and in writing when necessary;

• Have the ability to deal tactfully, courteously and skillfully with the human relation aspect and with other problems that may arise involving the Communications Center Personnel, others that work in conjunction with the Communication Center, and the general public;

• Have the ability to think and act quickly and effectively in emergency situations, and when necessary, handle several communications tasks simultaneously; yet function with accuracy, speed, and emotional self control;

• Have the ability to work in a tobacco free environment, in close quarters, with infrequent breaks, and sometimes long and strenuous hours;

• The position for which you are about to apply will expose you to information that must, by requirement of law, remain strictly confidential. For this reason, for you to be considered for the position, you must be willing to submit to a rigid testing, (including Drug Screening and Base Line Hearing Test, thorough interview(s), and a complete background investigation.)

• Attached to this application is a Privacy Act Statement. You are required to read and sign this statement to insure further consideration of your Application.
All sections of this Application and a Resume and any other information you may wish to attach for consideration must be returned to the Preston County E-911 Director or Deputy Director no later than the posted closing date.

SPECIAL INSTRUCTIONS
Please print this Application in your own hand.

Applicant Name: ____________________     ___________     _____
   (Last)                                      (First)                      (MI)

Social Security: _______________________

Date of Birth: _________________________

Address: _______________________________
          _______________________________
          _______________________________

Telephone: _____________________________(Home)
            _____________________________(Work)

Addresses for Previous five years with dates:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

On what date would you be available to start work? _______________________

Please answer the following questions:

Are you a United States Citizen? ________________

Are you a member of the National Guard or Reserves? ________________

Have you ever applied with Preston County E-911 before? ________________
If so what date? ________________

Have you ever been employed by Preston County E-911 before? ________________
If so what date? __________________

NOTE: IF YOU ANSWER YES TO ANY OF THE FOLLOWING LIST OF QUESTIONS, PLEASE GIVE THE PARTICULARS ON THE REVERSE SIDE OF THIS PAGE. A “YES” ANSWER DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM CONSIDERATION.

Have you ever been discharged or asked to resign from employment? __________

Have you ever been convicted of a crime, other than a minor traffic violation? ________________________________________________________________

Do you have any health defects or physical handicaps which may prevent you from adequately performing the duties of this position? __________________________

Do you object to inquiry of your present employer in regard to your character, work record, abilities, or qualifications? __________________________

Are you on lay-off and subject to recall? __________________________

Education

CIRCLE HIGHEST GRADE COMPLETED

0  1  2  3  4  5  6  7  8  9  10  11  12  13  14  15  16  ABOVE

Please list the name of the high school you graduated from, please include school address and phone number if known.

________________________________________________________________________________________

________________________________________________________________________________________

Please list the name of the College you attended, please include school address and phone number if known.

________________________________________________________________________________________
Please list the name of the Business or Vocational Institution you attended, please include the address and phone number if known.

Please list any additional training, additions skills, licenses and or certifications.

**Work History**

Please begin with current / most recent job. Be certain to list longest and most important jobs even if it requires you to attach additional sheets.

**JOB 1**

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<th>Name of Employer:</th>
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<td>Address of Employer:</td>
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<td>Telephone no. of employer:</td>
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<td>Immediate Supervisor:</td>
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<td>Reason for Leaving:</td>
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<td>Final Pay:</td>
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JOB 3

Name of Employer:
Address of Employer:

Telephone no. of employer:
Type of Business:
Employment Period (From – To):
Immediate Supervisor:
Reason for Leaving:
Final Pay:
Please list Job Title, Responsibilities, Tasks Performed, Equipment Operated Etc:
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CHARACTER REFERENCES

Please list character references below, please include their address and telephone number. Please do no use relatives as character references:

1.

2.

3.

4.

I certify that the information given throughout this application document is true and accurate to the best of my knowledge.

_________________________________________  ________ ________________
Applicant Signature           Date
Privacy Act Statement

Data Required by the Privacy Act of 1974

Please read carefully

Authority for collection of information including Social Security Number is contained in 5USC3331, 32USC708, 44USC708, DDUSC3101, 32USC708, and sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071, through 1087, 1168, 1169, 1475, through 1480, 1553, 2108, 3012, 5031, 8012, 8033, 8496, and 9411 or 10USC and Execution Orders 9397, 10450, and 11652.

This authority for collection of information must be signed by you giving the Preston County E-911 Administrators and/or their agent permission to conduct a thorough background investigation with agencies such as credit bureaus, medical or mental institutions, law enforcement agencies and other agencies which might be of concern for the completion of the investigation. This voluntary release allows Preston County E-911 Administrators and/or their agent to contact agencies for release of information and accurate documentation concerning your past personal history, and your financial status.

**AGREEMENT**

- I certify that all answers and information submitted by me are true and complete to the best of my knowledge.
- I authorize you to make such investigations and inquiries of my personal, employment, financial, and medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liabilities in responding to inquiries in connection with my application.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employment position for which I am applying.

____________________________________                _________________
Applicant Signature             Date

Preston County E-911
Working Conditions Statement
The Preston County Emergency Management/E-911 Director and the Preston County E-911 Deputy Director understand that the position of Dispatcher requires great sacrifice of the person assigned to the position. It is this understanding which results in their joint effort to make working conditions within Preston County E-911 as pleasant and humanly possible while still achieving the goals of Preston County E-911.

The work of a Dispatcher is considered extremely stressful. The nature of the work in combination with working conditions has the potential to be disruptive of the home environment. Applicants must understand and be willing and able to work under the following conditions:

- Must be willing to work **ANY** schedule which has been deemed advantageous to Preston County E-911;
- Must be willing to rotate days off if deemed advantageous to Preston County E-911;
- Must be willing to work overtime on short notice, and on regularly scheduled days off as deemed advantageous to Preston County E-911;
- Must understand that the scheduling requirements of the position take priority over controllable personal commitments;
- Must comply fully with all written and verbal instructions;

Once again, every effort will be made to insure that an employee of Preston County E-911 is treated with dignity, respect, and understanding. The purpose of this form is to insure that you, the applicant, understand the inherent problems associated with working for Preston County E-911. You are urged to carefully consider your willingness to work under the aforementioned conditions.

**I THE UNDERSIGNED, UNDERSTAND THE WORKING CONDITIONS WITHIN PRESTON COUNTY E-911 AS OUTLINED ABOVE AND WISH TO BE CONSIDERED FOR THE POSITION.**

_________________________________________             ___________________________________
Applicant Signature          Date
REPAYMENT AGREEMENT

THIS REPAYMENT AGREEMENT dated this _________ day of_______, 20___, at Kingwood, West Virginia.

WHEREAS, the undersigned contemplates employment with the Preston County E-911 Center in the position of an E-911 Telecommunicator, and,

WHEREAS, as a pre-requisite to me becoming employed as an E-911 Telecommunicator, I understand that I must have successfully completed a training and education program and,

WHEREAS, I am informed that the Preston County E-911 Center is willing to pay for such training or education on the condition that I maintain employment with Preston County E-911 Center for a period of not less than one year,

THEREFORE, in the event that I discontinue employment with the Preston County E-911 Center as an E-911 Telecommunicator within one (1) year immediately following successful completion of such training and education curriculum, as liquidated damages not as a penalty of forfeiture, I shall reimburse the Preston County E-911 Center the prorated portion of the expenses of such training and education, which is equal to that part of my first year which I may choose not to remain in the employ of the Preston County E-911 Center. I further understand that this repayment agreement shall be null and void and of no consequence after I have completed one (1) full year of employment with the Preston County E-911 Center as a Telecommunicator.

I, ________________________________, have read and do understand the terms and conditions set forth in the foregoing paragraphs; freely agree with these terms and conditions; and acknowledge receipt of a copy hereof.

____________________________________  _____day of__________, 20__

Applicant Signature

____________________________________

Preston County E-911 Center Director