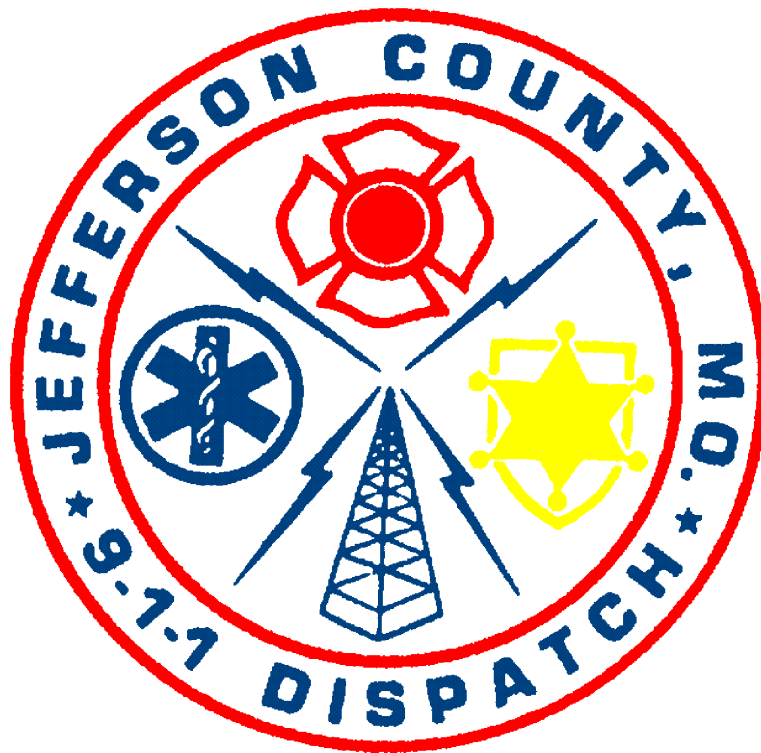


# **JEFFERSON COUNTY**

## **9-1-1 DISPATCH**

### **APPLICATION**



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**Position**

**Jefferson County 9-1-1 Dispatch is a joint communication dispatch agency. We provide dispatching services for 16 fire districts, 5 ambulance districts, 7 law enforcement agencies, Hazmat, Emergency Management, and Animal Control.**

**Employees must be able to effectively multi-task, exercise split-ear hearing and possess computer/typing skills. You must be able to work effectively in a team environment.**

**Applicants must possess a high school diploma or equivalent certificate. Applicants must be at least 18 years of age. Selected applicants will be required to successfully pass a testing process and be required to type 35-40 words per minute. Successful applicants will be placed in a hiring pool for further evaluation and interviews. The hiring process may take up to 30 days. Applicants not selected to continue during any point of the process will be notified in writing. Applications will be kept on file for one year. Applicants can reapply for an open position after 6 months.**

**Successful applicants must pass a criminal background check, drug screening and a psychological evaluation.**

### **Employment Information**

- **All new employees are hired as probationary employees. Probationary employees receive no benefits, except those as required by law.**
- **Training periods can be as long as 6 months, depending on your learning abilities.**
- **While in training you will be evaluated on a daily basis to ensure you are progressing in your training. Failure to progress will result in termination of probationary status.**
- **Jefferson County 9-1-1 has a strict attendance policy. It is our philosophy that in order to satisfactorily complete your training, you must be at work. Excessive absences during your training will result in termination.**
- **Fulltime employees receive all benefits defined in the employee handbook.**
- **Jefferson County 9-1-1 Dispatch is an Equal Opportunity Employer.**

**Thank you for considering Jefferson County 9-1-1 Dispatch as part of your future.**



**EMPLOYMENT**

10. List below your complete work history, starting with your present position and working backward to your first employment. List any period of unemployment. All of your time must be accounted for. Include all part-time employment. Use additional paper if necessary.

<b>Date Month/Year</b>	<b>Employer</b>
To:  From:	Name _____ Address _____ City _____ State _____ Zip _____ Position _____ Phone Number _____ Reason for leaving _____
To:  From:	Name _____ Address _____ City _____ State _____ Zip _____ Position _____ Phone Number _____ Reason for leaving _____
To:  From:	Name _____ Address _____ City _____ State _____ Zip _____ Position _____ Phone Number _____ Reason for leaving _____
To:  From:	Name _____ Address _____ City _____ State _____ Zip _____ Position _____ Phone Number _____ Reason for leaving _____

11. Were you ever discharged or asked to resign from any employment? Yes \_\_\_\_\_ No \_\_\_\_\_

12. May we discuss your application with your present/past employer? Yes \_\_\_\_\_ No \_\_\_\_\_

13. Have you had any training in fire, EMS or law enforcement communications? If yes, please provide details:

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14. Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

15. Were you ever arrested, detained, taken into custody in this state or other state? Yes \_\_\_\_\_ No \_\_\_\_\_

Date	Violation/Charge	Location	Disposition	Police Agency

16. Please provide three references (non-related) and contact information for each:

Name	Phone	Email

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

	Date	Score	Initials		Contact w/ Applicant
Testing Scheduled					
Test Score					
	Date	Initials	Completed	Initials	
High School Diploma/GED					
References Sent					
Status Update					
Interview Date					
Interview Notes					
Decision Letter					