

EMPLOYMENT APPLICATION



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 a minimum of 35 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 re-apply for an open position after 6 months.

Employment Information

- All new employees are hired as probationary employees. Probationary employees receive benefits after 90 days.
- 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.

INSTRUCTIONS

Read every question carefully and ANSWER EACH QUESTION ACCURATELY. An applicant may be disqualified from going further in the process if he/she intentionally makes a false statement of material fact, practices, or attempts to practice any deception or fraud in his/her application. ALL ENTRIES, EXCEPT THE SIGNATURE, MUST BE PRINTED LEGIBLY WITH BLACK OR BLUE INK.

APPLICANT INFORMATION

_____ / ____ / ____
Position for which you are applying: Date Submitted:

Last Name: First Name: MI:

(____) _____
Primary Phone: Email Address:

Home Address: City State Zip

Are you at least 18 years of age? ____ Yes ____ No Initial: _____

Are you eligible to work in the US? ____ Yes ____ No Initial: _____

Have you ever been convicted of a felony crime? ____ Yes ____ No Initial: _____

**EQUAL OPPORTUNITY EMPLOYER
JEFFERSON COUNTY 9-1-1 DISPATCH
5475 Buckeye Valley Rd., House Springs, MO. 63051
636-797-9797**

Jefferson County 9-1-1 Dispatch is an Equal Opportunity Employer and does not discriminate on the basis of race, creed, color, ethnicity, national origin, sex, age, or marital status.

IMPORTANT
DO NOT PROCEED UNTIL, YOU HAVE CAREFULLY READ AND
ACKNOWLEDGED ALL OF THE INFORMATION BELOW

Due to the purpose of this entity, the nature of the position, and the requirement for all employees to have access to highly restricted information, there are some offenses that require automatic disqualification or rejection of an applicant.

Applicants with any felony or pending felony convictions are not eligible for employment with Jefferson County 9-1-1 Dispatch, regardless of circumstance.

Applications that are not legible or are incomplete will be rejected. The number one reason applicants fail background checks is due to the applicant's deliberate withholding or misrepresenting job-relevant information. Deliberate misstatements or omissions can and will disqualify your application and your application will be rejected; regardless of the reasons for the misstatements or omissions.

I have read and acknowledge the statement above: _____
Signature

The following statements are for information purposes in the event you receive employment with Jefferson County 9-1-1. Please read each statement and acknowledge with your initials:

_____ Jefferson County 9-1-1 Dispatch is a 24/7-365 governmental organization. Employees will be required to work weekends and holidays that align with their assigned rotation or as it relates to their respective duty.

_____ Dispatchers typically work 12-hour shifts on days, nights, or as a split shift and may need to sit for long periods of time.

_____ Shift preferential will be considered but will not be guaranteed to any employee at any time during training or employment.

_____ Employees may be required to work last-minute or scheduled overtime for coverage or as needed for mission critical operations.

_____ All applicants must submit to a finger-print based background check.

_____ Upon hire, employees are enrolled in the Missouri Rap Back Program, which provides automatic notification of an arrest of the enrolled employee. This satisfies a minimum standard required for continued building access and employment.

_____ Applicants must be able to pass a drug screening test before hire.

_____ Applicants must be able to pass a physical exam, to include a vision and hearing test.

_____ Applicants must be able to pass a 'Fit to Work' psychological examination.

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Please complete this application and return in person to the following location:

Jefferson County 9-1-1 Dispatch
5475 Buckeye Valley Rd.
House Springs, MO. 63051

Or you may email it to: twilliams@jeffco911.org

The following items will need to be collected if and when you are given a conditional offer of employment:
Do **NOT** submit these documents with your application

- _____ Driver’s License or Photo Identification confirming your identity
- _____ Birth Certificate
- _____ High School Diploma/State Equivalency

If needed, use a separate sheet of paper to complete any part of the application.

1. PERSONAL INFORMATION

Last Name: First Name: MI:

List any other names you have used, including nicknames: _____

Drivers / Operator License Number State Place of Birth

Are you eligible to work in the United States? _____ Yes _____ No

Have you ever been convicted of a **felony**? _____ Yes _____ No

Do you have any pending **felony** charges? _____ Yes _____ No

How did you hear about this position? _____

2. ADDRESS HISTORY

List all addresses where you have lived for the past 10 years.

<u>Dates</u>	<u>Street Address</u>	<u>City</u>	<u>County</u>	<u>State</u>	<u>Zip</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

3. EDUCATION HISTORY

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4 + Other

Circle all that you have: GED High School Diploma College Degree

4. EMPLOYMENT HISTORY

Have you ever been dismissed or asked to resign from any employment? _____ Yes _____ No

If yes, please explain and provide name of employer(s):

List any letters of commendation, recognition, or overall work performance praise you may have received and provide name of employer(s):

Beginning with your present or most recent employer, list all of the places you have worked in the last 10 years in sequential order. List periods of school, military service, and unemployment. Include part-time, temporary, and seasonal employment.

1.

Employer _____ **Job Title** _____

If currently employed, may we contact for references? _____ Yes _____ No

Street address _____ City _____ State _____ Zip _____

(_____) _____
Phone Number _____ Name of Supervisor _____

Dates of Employment - From/To _____ Reason for Leaving _____

Part Time: _____ Full Time: _____ Hours per Week _____

Duties Performed:

2.

Employer	Job Title
If currently employed, may we contact for references?	_____ Yes _____ No
Street address _____	City _____ State _____ Zip _____
(_____) _____ Phone Number	_____ Name of Supervisor
_____ Dates of Employment - From/To	_____ Reason for Leaving
Part Time: _____ Full Time: _____	Hours per Week _____
Duties Performed:	

3.

Employer	Job Title
If currently employed, may we contact for references?	_____ Yes _____ No
Street address _____	City _____ State _____ Zip _____
(_____) _____ Phone Number	_____ Name of Supervisor
_____ Dates of Employment - From/To	_____ Reason for Leaving
Part Time: _____ Full Time: _____	Hours per Week _____
Duties Performed:	

4.

Employer	Job Title
If currently employed, may we contact for references?	_____ Yes _____ No
Street address _____	City _____ State _____ Zip _____
(_____) _____ Phone Number	_____ Name of Supervisor
_____ Dates of Employment - From/To	_____ Reason for Leaving
Part Time: _____ Full Time: _____	Hours per Week _____
Duties Performed:	

5.

Employer	Job Title
If currently employed, may we contact for references?	_____ Yes _____ No
Street address _____	City _____ State _____ Zip _____
(_____) _____ Phone Number	_____ Name of Supervisor
_____ Dates of Employment - From/To	_____ Reason for Leaving
Part Time: _____ Full Time: _____	Hours per Week _____
Duties Performed:	

(Use a separate sheet of paper if necessary)

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5. SKILLS AND CERTIFICATIONS

List all valid professional licenses and certifications you hold:

Indicate other employment skills, special training or other experience that may strengthen your application:

List computer programs, operating systems, radio equipment and any other office equipment you have experience in operating:

6. ARREST HISTORY

Have you ever been convicted of a crime other than traffic? Yes No

If yes, describe in detail:

Date	Charge	Police Agency	Disposition
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____

7. REFERENCES

Reference 1:

Name

Phone number

Email address

Years Acquainted

Reference 2:

Name

Phone number

Email address

Years Acquainted

Reference 3:

Name

Phone number

Email address

Years Acquainted

	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					

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