

# 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: [911careers@jeffco911.org](mailto:911careers@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

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**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.

<b>Employer</b>	<b>Job Title</b>
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.

<b>Employer</b>	<b>Job Title</b>
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.

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<b>Employer</b>	<b>Job Title</b>
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.

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<b>Employer</b>	<b>Job Title</b>
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:

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

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

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**6. ARREST HISTORY**

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

If yes, describe in detail:

<b>Date</b>	<b>Charge</b>	<b>Police Agency</b>	<b>Disposition</b>
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____

## 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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