

ALLEN COUNTY 911 COMMUNICATION CENTER APPLICATION OF EMPLOYMENT

410 North State Iola, Kansas 66749 Phone (620)365-1437 Fax (620)365-1453

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

JOB SUMMARY

Emergency Communications is not a job: It is a personal commitment of our minds and talents to benefit the people we serve. It is a higher calling, with tremendous responsibility that demands personal sacrifice, not for self-interest, but for the common good of all people. It is a calling not suited for everyone, but we have chosen it as ours. Without leaving our workplace we are the first public safety persons to arrive at the scene.

At the Allen County Communication Center you will be expected to serve the public, safeguard life and property, maintain a calm attitude during times of stress and emergencies, obey the laws, keep information confidential, serve as a link between the citizens and emergency personnel through way of telephone, two-way radio and teletype communications.

PERSONAL INFORMATION

First Name Middle Initial Last Name

Current Address:

Street and Apt. # City State Zip Code

Permanent Address (if different from above):

Street and Apt. # City State Zip Code

Telephone:

E-mail:

Driver's License #:

State:

I am a U.S. Citizen or otherwise authorized to work in the United States on an unrestricted basis:

Please Circle:

YES

NO

If applicable, please list your visa type, visa # and expiration:

Have you ever been convicted of a crime in the last seven (7) years? **YES** **NO**

If you answered yes, please explain:

Have you ever served in the U.S. Military? **YES** **NO**

If yes, please provide the following information:

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Were you honorably discharged? **YES** **NO**

Special Honors:

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? **YES** **NO**

Phone number: _____ Reason for leaving: _____

PRIOR EMPLOYER

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? **YES** **NO**

Phone number: _____ Reason for leaving: _____

PRIOR EMPLOYER

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? **YES** **NO**

Phone number: _____ Reason for leaving: _____

EDUCATION

High School Name and Address:

Did you graduate? YES NO Attended from _____ to _____.

If you did not graduate, did you receive your GED? YES NO

Special honors or awards: _____.

Technical or Vocation School Name and Address:

Did you graduate? YES NO Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____.

College or University Name and Address:

Did you graduate? YES NO Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____.

College or University Name and Address:

Did you graduate? YES NO Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____.

POSITION INFORMATION

Position Specifications

Position Applying for: _____

How did you hear of this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? YES NO

Are you willing to travel for the job? YES NO

When would you be able to start? _____

Desired salary: _____ per _____

SKILLS

Please describe any skills you have in the following areas:

Computer:

Languages Spoken (other than English):

REFERENCES

Name: _____ Address: _____

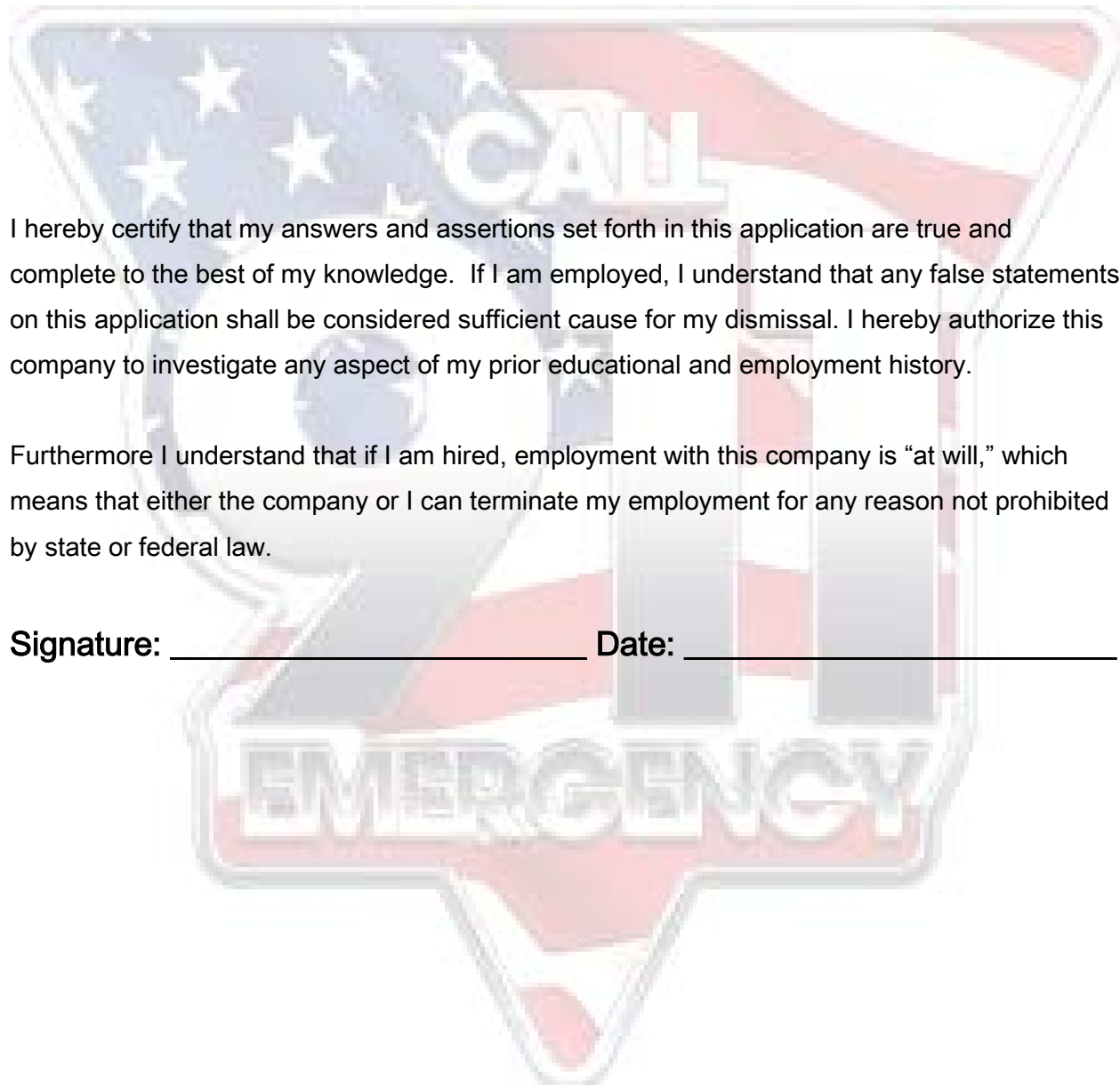
Phone #: _____ Years known: _____

Name: _____ Address: _____

Phone #: _____ Years known: _____

Name: _____ Address: _____

Phone #: _____ Years known: _____



I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by state or federal law.

Signature: _____ **Date:** _____