

Monett 9-1-1 Communications

Monett Justice Center, 1901 E Cleveland Ave., Monett, MO 65708

Phone: (417) 235-4241



Position Applying For:	<u>911 Communications Officer</u>			Date:	
Name:					
	Last	First	Middle	Maiden/Alias Name(s)	
Address:					
	Street Address	City	State	Zip	
Mailing Address, if Different from Physical Address:					
Phone Number	Email Address	Social Security Number	Driver's License Number /		

Have you ever participated in LAGERs retirement plan? Yes No

Have you applied for a position with the City before? Yes No

If yes, please provide the date and previous position applied for: _____

Education			
Did you receive a high school diploma or GED?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
High School Diploma Issued By:		Date Received	
Trade / College / Graduate School Attended:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Course of Study / Major	Dates Attended	Degree Received	Graduation Date
Specialized Skills, Training(s), Professional Registration(s), Current Certification(s) Held			
Type	License / Certification Number	Date Received	Expiration Date
List Any Specialized Computer Skills			
List Social Internet Accounts (Facebook, Instagram, Snapchat, etc.)			
Do you speak another language other than English? If yes, please list.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Fluent <input type="checkbox"/> Yes <input type="checkbox"/> No	
		Fluent <input type="checkbox"/> Yes <input type="checkbox"/> No	

Eligibility

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

Are you a U.S. Citizen authorized to work in the United States?
Place of Birth (City, State and Country): _____ Yes _____ No

Do you have a relative currently employed for the City of Monett? If yes, please list name(s) and position(s): _____ Yes _____ No

Do you know of any reason why you could not pass a background check? If yes, please explain. _____ Yes _____ No

Have you ever received disciplinary action from an employer? If yes, please explain. _____ Yes _____ No

Have you ever assisted someone in committing a crime? If yes, please explain. _____ Yes _____ No

Have you been subject to a formal charge regarding conflict of interest, violation or ethical conduct, malfeasance or misfeasance in the performance of duties? If so, please explain the circumstances. _____ Yes _____ No

Have you ever committed a crime for which you were not arrested? If yes, please explain. _____ Yes _____ No

Have you ever been subject of an investigation, or censured by a grand jury, board of inquiry or similar body? If so, please provide details, explain the circumstances and final outcome. _____ Yes _____ No

Has any organization, corporation, institution, or former employer dismissed, or asked you to resign for any reason, or from any position? If so, please provide relevant details and explain the circumstances. _____ Yes _____ No

<p>If you have been in your current or most recent organization for less than two (2) years, please describe why you are interested in a career move at this time.</p>	<p>_____ Yes _____ No</p>
<p>Have you ever filed for bankruptcy or taken similar adverse financial action that may limit your ability to be in a fiduciary responsibility, including being bonded?</p>	<p>_____ Yes _____ No</p>
<p>Is there anything in your personal or professional background history that our agency, an employer or citizen could possibly perceive, view or interpret as factually or potentially embarrassing to anyone? Would, or could, this information impair your ability to perform the essential duties of this job if discovered at a later time? If yes, please explain, provide details of the circumstances and current disposition.</p>	<p>_____ Yes _____ No</p>
<p>Have you ever slept on the job? If yes, please explain.</p>	<p>_____ Yes _____ No</p>

Employment History	
<p>Start with your current job, if employed, and list your past employment in reverse order. Include all employment from high school to the present. Account for any time you were unemployed by stating the nature of your activities.</p>	
Company:	Phone Number:
Address:	Starting Date:
Supervisor(s):	Ending Date:
Position:	Starting Salary:
Job Duties:	Ending Salary:
Reason for Leaving:	
Terminated: _____ Yes _____ No	May we contact this employer? _____ Yes _____ No

Company:	Phone Number:
Address:	Starting Date:
Supervisor(s):	Ending Date:
Position:	Starting Salary:
Job Duties:	Ending Salary:
Reason for Leaving:	
Terminated: _____ Yes _____ No	May we contact this employer? _____ Yes _____ No

Personal References

List three personal references that are not related to you. Do not use former or current employers. Be sure to include all of the information requested.

Name:		Name:	
Address:		Address:	
Occupation:		Occupation:	
Phone:		Phone:	

Name:		Name:	
Address:		Address:	
Occupation:		Occupation:	
Phone:		Phone:	

Do not sign this statement until you have read this statement and carefully reviewed your application in its entirety.

In consideration of the City of Monett, Missouri, hereinafter referred to as the Agency, processing in my application for employment, hereby irrevocably agree to the terms and conditions below.

WAIVER OF LIABILITY AND RELEASE: I hereby authorize the Monett 911 Communications Center to make such investigations and inquiries as to my character, employment record, conviction record, medical history and/or matters as may be deemed necessary in arriving at an employment decision. I hereby release employers, schools, law enforcement agencies and other persons from all liability and promise to hold harmless under any and all possible causes of legal action. I authorize any persons or entities, during the course of my background investigation, to furnish any information and/or opinions they may have and hereby waive any and all legal privileges (clergyman – penitent privilege, husband-wife privilege and the accountant – client privilege. I expressly waive all legal rights and causes of actions to the extent that the Agency background check may violate or infringe upon these legal rights and causes of action. I waive all of my legal rights and causes of action to the extent that the Agency background check may violate or infringe upon these legal rights and causes of action. I expressly agree that I will never, under any circumstances, attempt to obtain the results of my background investigation as conducted by the Agency, realizing such information must of necessity, remain confidential.

PRE-EMPLOYMENT DRUG SCREEN CONSENT: I consent to allow my blood, breath and/or urine to be tested for drugs. I further consent to allow the results of such testing to be released to the City of Monett, Missouri or its authorized representatives. I hereby release the City of Monett and its employees from any action that may arise out of such tests or information being released to the City of Monett. I understand that if I test positive for any illegal substance, any offer of employment I have received will be withdrawn.

CERTIFICATE OF APPLICANT: I declare that all statements made on the application and supplemental questionnaire are true and complete. I understand that any omission, misstatement or falsification may be cause for rejection of this application, removal of my name from an eligibility list and/or discharge from employment.

Applicant Name (Print):

Applicant Signature:

Date:

Witness Name (Print):

Witness Signature:

Date:

Pre-Employment Questionnaire

Experience has shown that many applicants for 911 Communications Officer positions consider only certain aspects of the job while ignoring less attractive features. As a result, when new employees encounter negative job features, they sometimes react by leaving the position before training is completed or within a few months of release from the training program.

While there are many satisfying and rewarding aspects of these positions, there is no question that they make significant contributions to the welfare and safety of their fellow citizens and responding agencies. It is important for all applicants to carefully consider both the negative and positive features of a new career before considering the position.

The job factors listed below are features of 911 Communications Officer positions that many applicants are often unaware of. If you are concerned about any of these items, you may discuss your concerns with the Director, Assistant Director or Operations Manager.

This questionnaire should be carefully considered when applying for this position. Please consider discussing the various aspects with your family and how each item may personally affect you. Should you be successful in passing all of the phases in the hiring process and are offered a position, this form will then become part of your permanent file.

Working Environment and Expectations

Comment	Initial
You must have regular and predictable attendance.	
You must arrive for work on time with all issued equipment and be immediately prepared for work and take your position.	
You may be required to work different shifts in a 24 x 7 work environment.	
You may have no choice about which days you work.	
You may be required to work all shifts, including during the training period.	
You must be prepared to work any and all Federal, State and religious holidays on the recognized or actual date.	
You must be prepared to work on personally important or special days (i.e. birthdays, anniversaries, sporting events, etc.)	
You must be able to obtain childcare for all types of shifts on a regular basis.	
You must be able to obtain childcare for weekends and holidays on a regular basis.	
You must be able to obtain childcare on short notice events on a frequent basis.	
You must be able to work voluntary overtime, before or after a shift, sometimes with little to no notice.	
You may be asked to work mandatory overtime, before or after a shift, sometimes with little to no notice.	
You must have reliable transportation that functions in the 24-hour environment.	
You must have access to a home phone or electronic device that will allow you to contact the department when requested.	

You must be willing to respond back to work with little to no notice.	
911 Communications Officers must often be at their workstation for extended durations of time, including regularly eating meals at your workstation. No established breaks are provided. Leaving the building is occasionally restricted. Depending on workload, unscheduled breaks (i.e. to walk around, get coffee, etc.) are sometimes restricted.	
<p>Must be able to work within a structure organization. Specifically, must be willing to:</p> <ul style="list-style-type: none"> • Work through a highly structured “chain of command” • Have all phone and radio activities recorded • Work in accordance with a disciplinary policy • Work in a restricted access area 	
Must be able to work at a radio console and computer terminals for an entire shift (minimum 12-hour shift).	
Must be able to work at your console with a minimum of five computer monitors, numerous radios and ringing telephones, while multi-tasking seamlessly between the computers, telephone and radios while being able to type accurately.	
Must be able to work in a confined room with low lighting.	
Must be able to work in a high stress environment.	
Must be able to get along with and assist your co-workers.	
Must be able to receive criticism from co-workers, supervisors, responding units and civilians.	
Must be able to accept regularly being reminded of errors and mistakes.	
Must be able to accept and receive a daily rating of your job performance including criticism.	
Must be able to have the ability to accurately record the information the caller is giving you into the computer in real time.	
Must be able to work at a rapid pace over which you have little to no control.	
Must be able to maintain intense concentration and attention for extended periods of time.	
Must be able to answer telephone calls where someone screams at you.	
Must be able to answer telephone calls where the caller directs obscene language at you.	
Must be able to answer and respond to telephone calls where the caller is hysterical, intoxicated, irrational or confused.	
Must be able to answer and respond to telephone calls in which the caller is difficult to understand or speaks another language.	
Must be able to answer telephone calls from suicidal subjects and be mentally prepared to deal with a person that has committed suicide while on the phone with you.	
Must be able to answer and handle calls where a violent crime is in progress.	
Must be able to answer and respond to law enforcement, fire and medical calls quickly and accurately.	
Must be able to make quick decisions on which one or more person’s safety is at stake.	

Must be able to prioritize calls to be dispatched, deciding which is most serious.	
Must be able to maintain the safety of responding units at all times.	
I understand that if a Communications Officer processes a call incorrectly, it could contribute to someone's property being lost or damaged, a person being seriously injured or dying.	
I am willing to deal with a crisis call in which a child might have died, a police officer is injured, a woman is assaulted, and then set it aside to calmly deal with an irate citizen complaining of a non-emergent situation.	

Please read and answer 'Yes' or 'No' to the following questions.	
Have you ever been convicted of a felony or any offense that would be a felony if committed?	
Have you ever been dishonorably discharged from the United States Armed Forces?	
Has your Missouri driver's license ever been suspended as a result of excessive traffic violations or any other act that would automatically suspend your driver's license or received a suspended driver's license from another state as a result of similar circumstances?	
Have you committed or violated federal, state or city laws pertaining to criminal activity?	
Have you falsified your questionnaire or application?	
Have you ever been involved in the commission of a felony?	
Have you engaged in any other conduct pattern of conduct that would tend to disrupt, diminish or otherwise jeopardize public trust in City of Monett / Monett 911 Communications?	
If you answered 'Yes' to any of the above questions, please reconsider applying for this position.	

With my signature below, I state that I have read, considered and understand each item.

Applicant Name (Printed)

Date

Applicant Signature