

BRADLEY COUNTY 911 CENTER

APPLICATION FOR EMPLOYMENT

The Bradley County 911 Center is an Equal Opportunity Employer and is committed to a moral, ethical, and legal responsibility to ensure equitable practices regardless of an individual's race, color, religion, national origin, age, gender, disability, or political affiliation. It is the policy of the Bradley County 911 Center to ensure that all personally identifiable information is held in strictest confidence, properly safeguarded and the use of such information is limited to valid business, regulatory or legal requirements.

PLEASE NOTE: This application is a very important part of the examination process. All requested information must be furnished. Please be aware that the information you provide will be used in the job screening process. Therefore, it is important that you be as specific as possible in your description of past and present experiences, training, and education. Answer all questions fully and accurately. If additional space is needed, please use a blank sheet, and attach it to the application form. If an item does not apply to you, or if there is no information to be given, please write in the letters "NA" for not applicable. All job applications are a matter of public record.

POSITION APPLIED FOR: _____ **FULL TIME** _____ **PART TIME** _____

SALARY REQUIRED _____ **PER** _____ **DATE** _____

DATE AVAILABLE FOR EMPLOYMENT _____

HAVE YOU EVER BEEN EMPLOYED BY THE 911 CENTER? **YES** _____ **NO** _____

Last Name	First Name	Middle	Social Security Number
Street Address			City, State, Zip Code
Email Address			Phone Number (include area code)

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? **YES** _____ **NO** _____

EDUCATION-SPECIFIC COLLEGE HOURS MUST BE LISTED IN THIS SECTION

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12	High School Graduate or Equivalent: YES NO	Vocational School Attended:	No of Months:	Area of Study:	Date Courses Completed:
NAME AND LOCATION OF COLLEGES OR UNIVERSITIES ATTENDED		CREDIT RECEIVED (HOURS)	FIELD OF STUDY OR AREA OF CONCENTRATION		TYPE OF DEGREE OBTAINED
HIGH SCHOOL					
COLLEGE OR UNIVERSITY					
GRADUATE SCHOOL					

DO YOU HOLD A VALID TENNESSEE DRIVER'S LICENSE? **YES** _____ **NO** _____

PERSONNEL DEPARTMENT ONLY:		
TESTING DATE:	PASS/FAIL	CONDITIONAL OFFER DATE:
OBSERVATION DATE:		FINAL OFFER DATE:
INTERVIEW DATE:		HIRE DATE:

YOU MAY NOT SUBMIT A RESUME IN LIEU OF COMPLETING THIS WORK HISTORY

Describe your work history below beginning with your current or most recent job. Include military and/or volunteer experience. Describe in DETAIL the SPECIFIC DUTIES beginning with your primary duties (attach additional sheets if necessary). A resume may be attached only as additional information. (Emphasize work you feel relates to the job for which you are applying). Failure to give complete and detailed information regarding each job held may result in your disqualification.

EMPLOYMENT HISTORY:

Current or Last Employer:	Complete Address: (street number/name, city, state, zip)		
Official Job Title:	Supervisor:		
From: _____ (Month/Year) To: _____ (Month/Year)	Hours per Week:		
Starting salary: _____ Ending salary: _____ \$ _____ per _____ \$ _____ per _____	Reason for leaving:		May we Contact Employers: Yes _____ No _____

DETAIL OF DUTIES:

Employer:	Complete Address: (street number/name, city, state, zip)		
Official Job Title:	Supervisor:		
From: _____ (Month/Year) To: _____ (Month/Year)	Hours per Week:		
Starting salary: _____ Ending salary: _____ \$ _____ per _____ \$ _____ per _____	Reason for leaving:		May we Contact Employers: Yes _____ No _____

DETAIL OF DUTIES:

Employer:	Complete Address: (street number/name, city, state, zip)		
Official Job Title:	Supervisor:		
From: _____ (Month/Year) To: _____ (Month/Year)	Hours per Week:		
Starting salary: _____ Ending salary: _____ \$ _____ per _____ \$ _____ per _____	Reason for leaving:		May we Contact Employers: Yes _____ No _____

DETAIL OF DUTIES:

**List professional, trade, business or civic activities and offices held.
You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability, or other protected status:**

Describe any job-related training received in the United States Military.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Other Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

YES _____ NO _____

REFERENCES: List three persons who are not related to you and who would have knowledge of your qualifications for the position(s) for which you are applying, such as former co-workers, teachers, etc. Do not repeat names of supervisors listed under Employment History.

NAME (first and last)	COMPLETE ADDRESS (include street number/name, city, state, zip code)	TELEPHONE NUMBER (include area code)

Have you ever been convicted, pled guilty or pled "No contest" to any criminal offense against the law, YES NO
Or are you now under charges for any offense against the law? _____
(You may omit traffic violations for which you paid a fine of \$30.00 or less).
While in the military service were you ever convicted by a general court-martial? _____
If yes, please explain: Show for each offense; 1) Date, 2) Charge, 3) Place, 4) Court, and 5) Action Taken. NOTE: A conviction does not automatically mean you cannot be appointed. What you were convicted of, and how long ago, are important. Give all the facts so that a decision can be made.

AUTHORIZATIONS	
I authorize investigation of all statements contained in this application, and it is understood and agreed that any misrepresentation by me in this application will be sufficient cause for cancellation of the application and/or for separation from the Bradley County 911 Center if I have been employed.	
I hereby authorize any person or organization whose name I have given as a reference, or by whom I have been previously employed, to furnish the Bradley County 911 Center any information they may have concerning me, and I hereby release all such persons and organizations from any claims for damages.	
I hereby, authorize investigation of my criminal conviction record.	
I further authorize any physician who has examined or treated me for Worker's Compensation claims to give you a complete record and report of findings and opinions.	
I agree, if employed, to abide by all the rules, regulations, and ordinances for the Bradley County 911 Center.	
I understand that the completion of this Application for Employment does not constitute an offer of employment.	
I further understand that if I am employed by the Bradley County 911 Center this Application for Employment will not constitute a contract of employment.	
I certify that the information I have given is true and correct to the best of my knowledge.	
(Please sign full name)	
Signature:	Date:

BRADLEY COUNTY 911 CENTER
TELECOMMUNICATOR APPLICANT PERSONAL HISTORY FORM

The Bradley County 911 Center is an Equal Opportunity Employer and is committed to a moral, ethical and legal responsibility to insure equitable employment practices regardless of an individual's race, color, religion, national origin, age, gender, disability or political affiliation. This application is a very important part of the examination process. Please answer all questions as completely as possible. An extensive background investigation will be conducted. The intentional omission or falsification of any material fact is just cause for disqualification of applicant on grounds of dishonesty. All job applicants are a matter of public record, however, it is the policy of the Bradley County 911 Center to insure to the extent allowed by law that all personally identifiable information is held in strictest confidence, properly safeguarded and the use of such information is limited to valid business, regulatory or legal requirements.

NAME AND ADDRESS:

1. List current complete name and address.

2. Date of Birth: _____ Place of Birth: (City, State) _____

3. Have you ever gone by a different name? Yes No
(i.e. nickname, maiden name, name change)

If yes, give name and explain:

EDUCATION:

4. High School Graduate? Yes No GED Year _____

5. Name of High School and location:

6. College Graduate? Yes No Year _____
Degree _____

7. Name of College: _____

If no degree, approximate number of credits: _____

8. Other technical training related to Telecommunicator:

MARITAL STATUS: Single _____ Married _____ Divorced _____ Separated _____ Widowed _____

RELATIVES:

9. Spouse's name _____

10. Spouse's occupation _____

11. Former spouse's name _____

12. Do you have any children? (list names, sex, age)

13. Brother(s) and sisters(s) names and addresses

14. Name and address of all individuals with whom you have lived during the last 15 years (include relatives other than parents)

EXPERIENCE:

15. What are your career goals?

16. How long do you expect to be with this department?

17. What other police or emergency services agencies do you have applications with?

18. Have you ever been employed with another communications or emergency services agency?

Yes No

If yes, give names and dates

19. Are you still employed with another agency? Yes No If not, explain reason for leaving.

20. If you were employed by another agency, did you ever receive any disciplinary actions?
Yes No If yes, explain

21. Were you ever rejected by another agency? Yes No If yes, explain.

EMPLOYMENT:

22. List your present employer, correct mailing address and phone number. Include name of immediate supervisor and the exact date of employment.

23. List all previous employers in the last ten years. Include exact dates of employment, correct mailing address, zip code, phone number, and name of immediate supervisor.

24. Were you ever fired or dismissed from a job? Yes No If yes, explain.

25. Did you ever quit before you were about to be dismissed? Yes No If yes, explain.

26. Were you ever counseled or reprimanded by any supervisor for being late or absent? Yes No If yes, explain.

27. Were you ever counseled or reprimanded for misconduct or unsatisfactory job performance? Yes
No If yes, explain.

INDEBTEDNESS:

28. Have any debts/bills ever been turned over to a collection agency? Yes No If yes, explain (when, where, etc.)

29. Have you ever had an item repossessed? Yes No If yes, explain

30. Have you ever filed or declared bankruptcy? Yes No If yes, explain

DRIVING RECORD:

31. Do you have a current valid driver's license? Yes No License number _____
Class _____ State _____

32. List all traffic accidents you have had as the operator of a vehicle. Include dates, if investigated by police, if citation was issued, reason for citation and disposition.

33. Had you been drinking before any of the accidents occurred? Yes No If yes, explain.

34. Have you ever been involved in a hit and run accident? Yes No If yes, explain.

35. Do you have any pending lawsuits because of an accident? Yes No If yes, explain when, where and which court.

36. Have you ever possessed a driver's license from another state? Yes No If yes, which state (s) and License number (s)

37. Has your license ever been suspended, revoked or cancelled in this state or any other state? Yes No If yes, explain.

38. Do you currently have auto insurance? Yes No What company is/was your insurance with?

39. Has your insurance ever been cancelled in this state or any other state? Yes No If yes, explain.

40. Were you ever denied auto insurance? Yes No .

41. List all traffic tickets (except parking) you have received in this state or any other state. Include dates and location.

42. Do you have any parking tickets in this state or any other state that have not been paid? Yes No If yes, Explain.

ARREST/CRIMINAL BACKGROUND:

43. Have you ever committed or participated in, or conspired to commit any of the following serious crimes:

Murder
Rape
Manslaughter
Sex Crimes
Other (explain) _____

Larceny
Robbery
Arson
Burglary

44. Have you ever been convicted of any crime as a juvenile? Yes No If yes, explain (when, where, charge):

45. As a juvenile, did you ever have to report to a juvenile officer? Yes No If yes, explain:

46. Were you ever expelled or suspended from school? Yes No If yes, explain (when, where, charge):

47. Have you ever been arrested as an adult? Yes No If yes, explain (when, where, charge):

48. Do you have any criminal charges, as a juvenile or adult, that have been expunged or dismissed? Yes No If yes, explain (when, where, charge):

49. Have you ever been served a summons to appear in court? Yes No If yes, explain (when, where):

50. Have you ever been in jail, prison or any type of correctional facility because of a motor vehicle charge or criminal charge? Yes No If yes, explain (when, where, charge):

51. Have you ever appeared in court as an accused? Yes No If yes, explain (when, where, charge):

52. Did you ever steal anything valued at \$200.00 or more? Yes No If yes, explain (what, when, where):

53. Did you ever steal anything valued at under \$200.00? Yes No If yes, explain (what, when, where):

Include:

Shoplifting
Money
Merchandise
Office supplies
Government

From other person
From employer(s)
From residence
From parents/relatives
Receive stolen goods

54. Have you ever been placed on parole or probation? Yes No

55. Do you presently owe any money on court fines? Yes No

56. Have you ever caused the death of another person? Yes No

57. Have you ever accompanied others while they engaged in any criminal act? Yes No If yes, explain:

58. Did you ever commit perjury? Yes No if yes, explain (when and where):

59. Have you ever deliberately damaged or destroyed the property of an employer? Yes No If yes, explain:

MILITARY:

60. List all military service. Include branch, exact entrance and discharge dates and type of discharge:

61. While in the military, did you receive any type of punishment(s)? Include fines, extended duty time, loss of leave, loss of rank, etc. Also type of hearing (when, where) Yes No If yes, give brief description of charges and punishment:

62. Were you honorably discharged from the military? Yes No If not, explain fully type of discharge:

63. Did you complete your entire enlistment period? Yes No If not, explain why:

64. Were you ever in a Reserve or National Guard Unit? Yes No If yes, give exact dates and location of unit:

65. Were you ever turned down by any military unit? Yes No If yes, explain why, when, where:

66. Did you ever steal anything from the military? Yes No If yes, explain what, when, where:

67. Were you discharged under a condition which prohibits your reenlistment? Yes No

DRUGS:

68. Have you ever been arrested for any drug violation(s)? Yes No If yes, explain:

69. Have you ever violated the law by the use of the following drugs without a prescription? (Do not respond yes, if you lawfully used any of the following as prescribed for you by a physician).

Marijuana
L.S.D.
Cocaine
Heroin
Amphetamines
Barbiturates
Any other drug

Explain _____
Explain _____
Explain _____
Explain _____
Explain _____
Explain _____
Explain _____

70. Have you ever been convicted of possession or the use of any of the above listed drugs? Yes No If yes, explain:

71. Did you ever sell any type of illegal drug? Yes No If yes, explain:

72. Have you ever bought any type of illegal drug? Yes No If yes, explain:

How often: _____
Largest amount ever purchased: _____

73. Are you currently using any type of illegal drug? Yes No If yes, what type of drug:

74. Have you ever grown marijuana or mushrooms? Yes No

75. Have you ever given away illegal or unauthorized prescription drugs? Yes No

76. Do you drink alcoholic beverages? Yes No

77. Have you ever been arrested because of drinking? Yes No If yes, explain:

78. Have you ever consumed alcoholic beverages on any job during working hours? Yes No If yes, explain: _____

79. List three (3) personal references (include complete names, addresses and phone numbers, including zip codes and area codes):

1.

2.

3.

I certify that all answers to the above questions are true and I understand that any misrepresentation of material facts in this questionnaire will be cause for disqualification as an applicant for the position of Telecommunicator.

Signature: _____ Date: _____