

Decatur-Grady 911

The following requirements must be met for consideration of 911 positions. The open 911 Operator Trainee Position is full-time, 40 hours per week, at a salary of \$13.00 per hour. Trainee will complete an introductory work period for 6 months, and will be evaluated routinely during the training period.

Pre-Employment

- *Criticall Testing
- *Criminal History/Background Investigation
- *Oral Interview
- *Drug Screen
- *Performance Testing

Employment

Scheduling:

- Must be able to work flexible schedule, which includes: day shift, evening shift, night shift, weekends, holidays, schedule subject to change on short notice, no set days off, overtime as needed/required.
- Listing of residence address and telephone, and constant update of any changing residence address and telephone number so that 911 Center may contact you as soon as possible if you are needed for changing work schedule, emergency occurrences, etc.
- Meals/breaks scheduled as workload permits, not limited to set period of time during shift; limited ability to leave the 911 Communications Center while on duty.

- **Supervision/Training/Job Performance:**

- Must be able to follow written standard operating procedures and training instructions, and perform satisfactorily in comprehensive initial and ongoing training programs.
- Must be able to work through structured "chain of command."
- Work performance is monitored/documented/recorded and OPEN to public scrutiny, frequently evaluated for quality assurance, all radio and telephone conversations are recorded and subject to OPEN RECORDS ACT, all actions are PUBLIC RECORD by Court order.

Work Environment:

- Smoking and use of tobacco in other forms, is limited to specific breaks and prohibited in the 911 facilities and Jail Building, and subject to periods of time when activity levels in 911 Center allow you to leave.
- Must be able to work wearing a headset.
- Must be able to cope with stressful, confined environment.
- Must be able to sit for extended periods of time.
- Must be able to deal courteously with callers.
- Must be able to make critical decisions with limited time/information, remaining on the phone with callers in crisis.
- MUST BE ABLE TO MULTI-TASK.
- Must be able to complete Georgia POST (Peace Officers Standards and Training) requirements, state mandated Basic Communications Training as required, and other certifications necessary to perform job responsibilities.

I have read all of the above requirements and understand these points as a part of being accepted as applicant for employment of the Decatur-Grady 911 Department.

Signature and Date

*****YOU MUST COMPLETE ALL PARTS/PAGES OF THIS APPLICATION FOR CONSIDERATION OF EMPLOYMENT. RESUMES' ARE NOT ACCEPTED IN LIEU OF APPLICATION. FAILURE TO SIGN ANY PART OF THIS APPLICATION IS CONSIDERED AN INCOMPLETE APPLICATION AND WILL BE REMOVED FROM APPLICATION PROCESS.**

DECATUR-GRADY 911

ALL APPLICANTS FOR EMPLOYMENT

If you are interested in being considered for employment with the 911 Department, you must provide the following information. **YOU MUST COMPLETE ALL PARTS OF THE APPLICATION. A RESUME WILL NOT BE ACCEPTED IN PLACE OF COMPLETING THE APPLICATION FORM.** You may attach supplementary sheets of paper to provide all information requested, such as **ALL** previous employers, both part-time and full-time.

The name on my application is _____.
However, school, employment, and other records may also be listed in the following name/names: _____

I understand that I must provide all information requested, including **COMPLETE MAILING ADDRESSES WITH ZIP CODES ON ALL FORMER EMPLOYERS, PERSONAL REFERENCES AND EDUCATION INSTITUTIONS.**

I understand that I must provide complete dates of employment, with no time gaps in work history. If I was not employed, I will explain that I was not working during the time period. I understand that I must provide all of the specified information and sign the application in all areas where indicated to be eligible for consideration for employment by **DECATUR-GRADY 911.**

SIGNATURE AND DATE

DECATUR-GRADY 911

RELEASE AND AUTHORIZATION

RE: (APPLICANTS FULL NAME) _____

TO: ALL EMPLOYERS, SCHOOL ADMINSTRATORS/STAFF, FEDERAL, STATE, AND LOCAL AGENCIES, POLICE, AND SHERIFF'S DEPARTMENTS

You are hereby authorized to release any and all wage and employment information, including performance evaluations, information concerning school tests and records, tests of any kind or description, police reports, and all related documents and memoranda, medical reports, and any other type of information relating to me, and permit the copies of such records or documents to be made available to **DECATUR-GRADY 911.**

DATED this _____ day of _____, _____.

(Printed Name of Applicant)

Signature of Applicant

Social Security Number

(Date of Birth for purpose of Background Investigation)

A PHOTOCOPY OF THIS RELEASE SHALL BE ACCEPTED AS AN ORIGINAL.

Decatur-Grady 911
Background Questionnaire

You may use the back page of the questionnaire to further explain your answers if necessary. If you have any questions concerning your background, write them down on the back of the last page.

(Note: This is your opportunity to fully explain your history. Please take full advantage of this and be as specific and detailed as possible. If you are not completely honest and up front with your answers, or you intend to be intentionally vague with your responses, the result will be termination from the employment process.)

UNDETECTED CRIMES:

1. Have you ever been involved in any criminal activity? Yes _____ No _____
If yes, explain. _____

2. Has a law enforcement agency ever been called because of something that you were involved in? Yes _____ No _____ (If yes, explain details)
3. Have you ever used or created a fraudulent document?
Yes _____ No _____ (If yes, explain details)
4. Have you ever been accused of misconduct?
Yes _____ No _____ (If yes, explain details)

MILITARY:

1. Have you ever served in any military organization of the United States?
Yes _____ No _____ (If yes, explain details)
2. What type of discharge did you receive? Honorable _____ Dishonorable _____
Honorable Conditions _____ General _____ Other _____ (Attach DD214)
3. Dates of active duty: _____
4. Have you ever been court martialed, tried on charges, or were you the subject of a summary court, deck court, Captain's Mast, company punishment, or any other type of disciplinary action while a member of the armed forces?
Yes _____ No _____ (If yes, explain details)
5. Are there any incidents concerning your military career that could possibly affect this examination? Yes _____ No _____ (If yes, explain details)

ARREST RECORD:

1. Have you ever been arrested, charged, or detained by a law enforcement agency? (Include any arrests in which the charges were dropped, reduced, found not guilty, or in which the records were sealed or expunged. Failure to do so could result in termination of the application process. A Notice to Appear is considered an arrest and must also be listed.) Yes _____ No _____ (If yes, explain details to include the charge, arresting agency, date and the final disposition of the case)
2. Have you ever served probation, parole, community control or community service? Yes _____ No _____ (If yes, explain details)
3. Have you ever been fingerprinted by a law enforcement agency? Yes _____ No _____ (If yes, provide agency, date, and the reason why you were fingerprinted)

DRUG USAGE:

1. Have you ever used any illegal substances? Yes _____ No _____ (If yes, explain details)

EMPLOYMENT HISTORY:

1. Have you ever been terminated or asked to resign from a job? Yes _____ No _____ (If yes, explain details)
2. Have you ever resigned or been given the opportunity to resign from a job in which you were under investigation for policy violation or misconduct? Yes _____ No _____ (If yes, explain details)
3. Did you list ALL of your jobs for the past ten years on your employment application, to include part-time and temporary jobs? Yes _____ No _____ (If no, explain details)

ALIASES:

1. List ALL NAMES that you have ever used, to include maiden, nick names, married, and legal name changes.

I CERTIFY THAT THE ABOVE INFORMATION PROVIDED IS TRUE AND CORRECT. I HAVE BEEN COMPLETELY TRUTHFUL IN MY ANSWERS TO THESE QUESTIONS.

Signature

Date

APPLICATION FOR EMPLOYMENT

DECATUR COUNTY BOARD OF COMMISSIONERS



An Equal Opportunity Employer and Certified Drug Free Workplace

Position Applied For _____ Date _____

PERSONAL INFORMATION *Incomplete information could disqualify you from further consideration.*

Last Name _____ First Name _____ Middle Initial _____

Address _____

City _____ State _____ Zip _____

E-mail Address _____ Social Security Number (Voluntary) _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? Yes _____ No _____ *Proof of citizenship or immigration status will be required upon employment.*

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes _____ No _____

During the last ten years, have you ever been convicted of a crime other than minor traffic offense?
A conviction will not necessarily automatically disqualify you for employment. Rather, such factors as age and date of conviction, seriousness and nature of the crime, and rehabilitation will be considered.

Yes _____ No _____ **If yes**, please provide details (dates and location for all convictions)

Are you currently employed? _____ If so may we inquire of your present employer? _____

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 able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes_____ No _____

Can you work any shift? Yes_____ No_____ Can you work overtime, including weekends? Yes____ No____

Date you can start _____ Hourly Rate/Salary desired _____

REFERRAL SOURCE

How did you hear about us? Walk In_____ Advertisement _____Referral _____Other _____

Have you ever worked for this county before? Yes_____ No_____

If yes, explain _____

Do you know anyone or have relatives who work for the county? Yes_____ No _____

If yes, who? _____

| EDUCATION | Name and location of school | No. of yrs. Attended | Degree Received | Subjects studied/Major |
|--|-----------------------------|----------------------|-----------------|------------------------|
| High School | | | | |
| College or University | | | | |
| Trade, Business or Correspondence School | | | | |

REFERENCES Give the names of three persons, not related to you, whom you have known at least three (3) years.

| Name | Address, Phone, Email | Company | Years Acquainted |
|------|-----------------------|---------|------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

| | | | |
|--------------------------------|----|---|--------------|
| Job 1 | | | |
| From | To | Employer Name | Telephone() |
| Job Title | | Address | |
| Immediate supervisor and title | | Summarize the nature of work performed and job responsibilities | |
| | | | |
| Hourly Rate/Salary | | Reason for leaving | |
| Job 2 | | | |
| From | To | Employer | Telephone() |
| Job Title | | Address | |
| Immediate supervisor and title | | Summarize the nature of work performed and job responsibilities | |
| | | | |
| Hourly Rate/Salary | | Reason for leaving | |
| Job 3 | | | |
| From | To | Employer Name | Telephone() |
| Job Title | | Address | |
| Immediate supervisor and title | | Summarize the nature of work performed and job responsibilities | |
| | | | |
| Hourly Rate/Salary | | Reason for leaving | |
| Job 4 | | | |
| From | To | Employer | Telephone() |
| Job Title | | Address | |
| Immediate supervisor and title | | Summarize the nature of work performed and job responsibilities | |
| | | | |
| Hourly Rate/Salary | | Reason for leaving | |

**USE THIS SHEET TO LIST PRIOR EMPLOYMENT AFTER USING 4 POSITIONS
AVAILABLE ON PREVIOUS PAGE.
YOU MUST LIST EVERY JOB EVER HELD.**

OTHER QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. Describe any specialized training, apprenticeship, skills and extra curricular activities. List any professional, trade, business or civic activities and offices held.

Computer Skills (please describe):

Please read carefully before signing.

Decatur County Board of Commissioners is an equal opportunity employer. Decatur County Board of Commissioners does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Decatur County Board of Commissioners to hire me. If I am hired, I understand that either Decatur County Board of Commissioners or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Decatur County Board of Commissioners has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Decatur County Board of Commissioners true and complete information on this application. No requested information has been concealed. I authorize Decatur County Board of Commissioners to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Date _____ Signature _____

THIS APPLICATION IS VALID ONLY FOR 180 DAYS FROM THE DATE SIGNED/DATED ABOVE.