



STARKE COUNTY SHERIFF'S OFFICE
SHERIFF WILLIAM A. DULIN

Telephone: (574) 772-3771
Fax: (574) 772-7641

5435 E. State Road 8
Knox, Indiana 46534

E-911 DISPATCHER APPLICATION

Date of Application: _____

Applicant's Name: _____

PLEASE READ CAREFULLY

The duties of a Starke County E-911 Dispatcher are as described in the Starke County E-911 Dispatcher Job description. In addition, the information outlined therein, a Starke County E-911 Dispatcher must:

Have the ability to express thoughts concisely and meaningfully with an effective speaking voice, good dictation, good telephone technique, and in writing when necessary;

Have the ability to deal tactfully, courteously, and skillfully with the human relation aspect and with other problems that may arise involving the Communication Center and the general public;

Have the ability to think and act quickly and effectively in emergency situations, and when necessary, handle several communications tasks simultaneously; yet function with accuracy, speed and emotional self control;

Have the ability to work in a tobacco free environment, in close quarters, with infrequent breaks, and sometimes long and strenuous hours;

The position for which you are about to apply will expose you to information that must, by requirement of law, remain strictly confidential. For this reason, for you to be considered for the position, you must be willing to submit to a rigid testing, (including Drug screening, thorough interview(s), and a complete background investigation.)

Attached to this application is a Privacy Act Statement. You are required to read and sign this statement to insure further consideration of your application.

"LOYALTY AND PRIDE"

*All sections of this Application and a Resume and any other information you may wish to attach for consideration must be returned to the Starke County E-911 Chief Dispatcher.

SPECIAL INSTRUCTIONS

Please print this Application in your own hand.

Applicant Name: _____
(Last) (First) (MI)

Social Security: _____

Date of Birth: _____

Address: _____

Telephone: _____ (Home)
_____ (Work)

Addresses for Previous five years with dates:

On what date would you be available to start work? _____

Please answer the following questions:

Are you a United States Citizen? _____

Are you a member of the National Guard or Reserves? _____

Have you ever applied with Starke Co E-911 before? _____

If so what date? _____

Have you ever been employed by Starke Co E-911 before? _____

If so what date? _____

NOTE: IF YOU ANSWER YES TO ANY OF THE FOLLOWING LIST OF QUESTIONS, PLEASE GIVE THE PARTICULARS ON THE REVERSE SIDE OF THIS PAGE. A "YES" ANSWER DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM CONSIDERATION.

Have you ever been discharged or asked to resign from employment? _____

Have you ever been convicted of a crime, other than a minor traffic violation?

Do you have any health defects or physical handicaps which may prevent you from adequately performing the duties of this position? _____

Do you object to inquiry of your present employer in regard to your character, work record, abilities, or qualifications? _____

Are you on lay-off and subject to-recall? _____

Education

CIRCLE HIGHEST GRADE COMPLETED

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 ABOVE

Please list the name of the high school you graduated from, please include school address and phone number if known.

Please list the name of the College you attended, please include school address and phone number if known.

Please list the name of the Business or Vocational Institution you attended, please include the address and phone number if known.

Please list any additional training, additional skills, licenses and or certifications.

CHARACTER REFERENCES

Please list character references below, please include their address and telephone number. Please do not use relatives as character references:

1.
2.
3.
4.

I certify that the information given throughout this application document is true and accurate to the best of my knowledge.

Applicant Signature

Date

Privacy Act Statement

Data Required by the Privacy Act of 1974

Please read carefully

Authority for collection of information including Social Security Number is contained in 5USC3331, 32USC708, 44USC708, DDUSC3101, 32USC708, and sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071, through 1087, 1168, 1169, 1475, through 1480, 1553, 2108, 3012, 5031, 8012, 8033, 8496, and 9411 or 10USC and Execution Orders 9397, 10450, and 11652.

This authority for collection of information must be signed by you giving the Starke County E-911 Administrators and/or their agent permission to conduct thorough background investigation with agencies such as credit bureaus, medical and mental institutions, law enforcement agencies, and other agencies which might be of concern for the completion of the investigation. This voluntary release allows Starke County E-911 Administrators and/or their agent to contact agencies for release of information and accurate documentation concerning your past personal history, and your financial status.

AGREEMENT

- * I certify that all answers and information submitted by me are true and complete to the best of my knowledge.
- * I authorize you to make such investigations and inquiries of my personal, employment, financial, and medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liabilities in responding to inquiries in connection with my application.
- * In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employment position for which I am applying.

Applicant Signature

Date

Starke County E-911 Working Conditions Statement

The Starke County Sheriff and E-911 Chief Dispatcher understand that the position of Dispatcher requires great sacrifice of the person assigned to the position. It is this understanding which results in their joint effort to make working conditions within Starke County E-911 as pleasant and humanly possible while still achieving the goals of Starke County E-911.

The work of a Dispatcher is considered extremely stressful. The nature of the work in combination with working conditions has the potential to be disruptive of the home environment. Applicants must understand and be willing and able to work under the following conditions:

- Must be willing to work ANY schedule which has been deemed advantageous to Starke County E-911;
- Must be willing to rotate days off if deemed advantageous to Starke County E-911;
- Must be willing to work overtime on short notice, and on regularly scheduled days off as deemed advantageous to Starke County E-911;
- Must understand that the scheduling requirements of the position take priority over controllable personal commitments;
- Must comply fully with all written and verbal instructions;

Once again, every effort will be made to insure that an employee of Starke County E-911 is treated with dignity, respect, and understanding. The purpose of this form is to insure that you, the applicant, understand the inherent problems associated with working for Starke County E-911. You are urged to carefully consider your willingness to work under the aforementioned conditions.

I THE UNDERSIGNED, UNDERSTAND THE WORKING CONDITIONS WITHIN STARKE COUNTY E-911 AS OUTLINED ABOVE AND WISH TO BE CONSIDERED FOR THE POSITION.

Applicant Signature

Date