



Stone County Emergency Services

Employment Application

(Applications are active for 30 days unless otherwise notified. All fields must be completed)

Applicant Information

Full Name: _____ Date: _____
Last First Middle

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Driver's License Number: _____ Date of Birth: _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for SCES? YES NO Are you willing to Travel for Work? YES NO

Are you available to work Shift Work, Holiday's, and Overtime? YES NO _____

Have you ever been convicted of a felony? YES NO _____

If yes, explain: _____

Education

Please attach a copy of your School Transcript or Diploma

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO GED/ Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____



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References

Please list three professional references. (Do not include relatives or employers)

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

List employment history over the past 5 years

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO



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Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

If Military, please attach your DD214

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand that I must have a clear criminal history report to be considered for employment and herby authorize Stone County Emergency Services to perform a Criminal History check.

I understand that I am required to pass a pre-employment drug screen upon hire. Should I be hired I understand that I will be subjected to random drug tests/ screens or reasonable suspicion tests/ screens.

Signature: _____ Date: _____



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Pre-Employment Conditions Work Environment

NO.	Comment	Initials
1	You must have regular and predictable attendance	
2	You must arrive to work on time with all issued equipment and be immediately prepared for your position.	
3	You may be required to work different shifts in an enclosed work environment	
4	You may have no choice about which shift you are assigned to work	
5	You may have no choice about which days you are assigned to work	
6	You may be required to work all shifts, including during training period	
7	You must be prepared to work weekends on a regular basis	
8	You must be prepared to work any and all Federal, State, and religious holidays on the recognized or actual date	
9	You must be prepared to work on personally important days (I.E. Birthdays, anniversaries, sports events, etc)	
10	You must be able to work voluntary/ mandatory overtime, before or after a shift sometimes with little to no notice.	
11	You must have reliable transportation that functions in the 24-hour environment	
12	You must have access to a home phone or electronic device that will allow you to contact the department when requested	
13	You must be willing to respond back to work with little to no notice	
14	Emergency communicators must often be at their workstations for extended durations of time, including regularly eating meals at your workstation. No established breaks are provided. Leaving the building is at times restricted	
15	Must be able to work within a structured organization Specifically, must be willing to work: <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 restricted access areas 	
16	Must be able to work at a radio console and computer terminal for an entire shift. (MINIMUM of 8 hours)	
17	Must be able to work at a console with multiple computer monitors, numerous radios, and ringing telephones, while being able to type accurately.	



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NO.	Comment	Initials
18	Must be able to work in high stress environment	
19	Must always be able to get along with and assist your co-workers in a team spirit and mentally.	
20	Must be able to comply with and support the decisions of the Executive Director and/ or Deputy Director. As well as the policies of the 911 center.	
21	Must be able to receive criticism from co-workers, supervisors, responding units and civilians	
22	Must be able to accept and receive a daily rating of your job performance including criticism and regularly being reminded of errors and mistakes.	
23	Must be able to have the ability to accurately record the information the caller is giving you into the computer in real time.	
24	Must be able to work at a rapid pace, of which you have little to no control.	
25	Must be able to maintain intense concentration and attention for extended periods of time.	

*There are many satisfying and rewarding aspects of having an Emergency Communications position. There is no question that they make a significant contribution to the welfare and safety of fellow citizens and responding agencies. It is important for all applicants to carefully consider both the negative and the positive features of a new career **before** considering the position.*

The job factors listed are features of Emergency Communication that many applicants are often unaware of. If you are concerned about any of these items above, you may discuss your concerns with the Executive Director or Deputy Director.

Please consider discussing the various aspects with your family and how each job factor may personally affect you. Should you be offered a position, this form will become part of your permanent personnel file.

With my signature below, I state I have read, considered, and understand each job condition.

Printed Name: _____ Signature: _____

Date: _____ Administrator Signature: _____



CRIMINAL HISTORY AUTHORIZATION

I, _____, AUTHORIZE Stone County Emergency Services to perform a Criminal History Check. I understand that this is a requirement to enter the Dispatch Center.

Signature _____ Date _____

Full Name (Printed) _____ Date of Birth _____

Social Security Number _____

Driver's License Number/State _____

For Contractors ONLY – Company Name _____

RESULTS (OFFICE ONLY USE)

No Criminal History Present

Criminal History Present

NOTES: _____

Completed by: _____ Date: _____