



EMPLOYMENT APPLICATION

INSTRUCTIONS: Please fill out this application completely and accurately. If your application is completed properly it may increase your chances of employment. All statements in your application are subject to verification. If writing space provided is inadequate, use the continuation sheet at the end of this application and identify additional information by question number. Use the term "DNA" (does not apply) if the question does not apply.		Position Applied For:	
		_____ Full-Time	
		_____ Part-Time	
1. Name (Last) _____ (First) _____ (Middle) _____		2. List any other names, aliases you have used (including maiden name if applicable)	
3. Home Address (Street, City, State, County, Zip)		4. Home Phone	
		5. Cell Phone	
		6. Email Address	
7. Name of high school _____ City/State _____ Did you graduate from high school or obtain a GED certificate? Yes _____ No _____			
8. List below all colleges and universities attended (include Jr. colleges)			
A. College _____ City/State _____ Major and Minor _____			
B. College _____ City/State _____ Major and Minor _____			
C. College _____ City/State _____ Major and Minor _____			

9. Are you authorized to work in the United States? Yes _____ No _____
(You will be required upon employment to submit verification of your legal right to work in the United States)

10. List below other education including trade schools, special institutes and short courses:

A. School _____
 City/State _____
 Type of Course/Program _____

B. School _____
 City/State _____
 Type of Course/Program _____

C. School _____
 City/State _____
 Type of Course/Program _____

11. Do you, or have you ever held the following certifications:

LEADS	Y	N	If Yes,	Current	Expired
CPR	Y	N	If Yes,	Current	Expired

12. Can you type? _____ Yes _____ No
 _____ WPM

13. Do you have any personal computer experience?
 Yes _____ No _____
 If yes, explain on continuation sheet

14. If you are hired, will you be able to reliably travel to NWCDS' place of work at any time of the day or week?
 Yes _____ No _____

15. Have you ever served in any Military Branch of the U.S., a Reserve component thereof, or a State National Guard?
 Yes _____ No _____
 If yes, complete the following.
 If no, go to Question 20

16. Branch of service

17. Serial/Service Number

18. Highest rank held

19. What type of discharge did you receive? _____
 Explain circumstances of any discharge other than honorable on continuation sheet (p.7).
 A dishonorable discharge will be considered by NWCDS but it will not constitute an absolute bar to employment.

20. Have you ever been convicted of a felony in the last seven (7) years? Yes _____ No _____

The applicant should not disclose any information regarding arrest or conviction records that have been expunged or sealed. Disclosure of a felony conviction is not an automatic bar to consideration for employment. (Factors such as date of the offense, the seriousness and nature of the offense, rehabilitation, and the relationship of the offense to the job for which you are applying will be taken into consideration)

21. Have you ever submitted an application for employment with a Police or Fire Department?

Yes _____ No _____

If Yes,
 Agency _____ Position on List _____ Date _____ Status _____
 _____ Position on List _____ Date _____ Status _____
 _____ Position on List _____ Date _____ Status _____

22. Have you ever been a Law Enforcement Officer, Firefighter or Paramedic, or held a similar position?

_____ Yes _____ No If Yes, Position _____

Agency _____ Date From _____ To _____

23. List your last five employers. List your present or most recent job first. Include military service in proper time sequence and include temporary and part-time jobs.

(1) Employer's Name		Type of Business	
Address-City-State			
Name/Title of Supervisor	Phone	From (Date)	To (Date)
Position and Duties	Salary Per Month	Reason For Leaving	
(2) Employer's Name		Type of Business	
Address-City-State			
Name/Title of Supervisor	Phone	From (Date)	To (Date)
Position and Duties	Salary Per Month	Reason For Leaving	

(3) Employer's Name		Type of Business	
Address-City-State			
Name/Title of Supervisor	Phone	From (Date)	To (Date)
Position and Duties	Salary Per Month	Reason For Leaving	
(4) Employer's Name		Type of Business	
Address-City-State			
Name/Title of Supervisor	Phone	From (Date)	To (Date)
Position and Duties	Salary Per Month	Reason For Leaving	
(5) Employer's Name		Type of Business	
Address-City-State			
Name/Title of Supervisor	Phone	From (Date)	To (Date)
Position and Duties	Salary Per Month	Reason For Leaving	
24. Can NWCDS contact your current and former employers?		YES _____	NO _____
25. Do you have any foreign language skills?			
Yes _____		No _____	
(Language)			
26. List the names of three persons not related to you and not former employers who have known you for some time. Local references are preferable to those from outside the State. All persons to whom you refer will be asked to appraise your character, ability, experience, personality and other relevant qualities.			
(1) Name	Home Phone	Business Phone	
Address	Years Known		
Business Address	Occupation/Profession		

(2) Name	Home Phone	Business Phone
Address	Years Known	
Business Address	Occupation/Profession	
(3) Name	Home Phone	Business Phone
Address	Years Known	
Business Address	Occupation/Profession	

The information contained in this application is true to the best of my knowledge and belief. I understand that any false or inaccurate information or misrepresentation of facts given in my application, interview(s), or any other employment form, may be sufficient reason not to hire me and may be reason for my subsequent dismissal.

I understand and agree that all information furnished in this application may be verified by Northwest Central Dispatch or its authorized representative. I waive any right I may have to notice from any individuals and organizations named or referred to in this application and any law enforcement organization to give Northwest Central Dispatch all information relative to such verification and hereby release such individuals, organizations and Northwest Central Dispatch from any and all liability for any claim or damage resulting therefrom.

I understand that, if hired, I will be required to provide documentation of both my identity and employment eligibility in the United States in accordance with the Immigration Reform and Control Act of 1986.

I understand that, if hired, I am required to abide by all rules and regulations of Northwest Central Dispatch and to comply with all policies and procedures in any employee handbook, policy and procedure manual or other communications to employees. I further understand that Northwest Central Dispatch's policies and procedures are not a contract of employment, and can be modified at anytime without notice to me.

I understand that Northwest Central Dispatch is not obligated to provide employment and that I am not obligated to accept employment. Nothing in this application, or in any prior or subsequent oral or written statement, is intended to create any contract of employment or to create any rights in the nature of a contract of employment either express or implied. This application does not bind either party for a specific period of time regarding employment. If hired, nothing in this application shall restrict my right as an employee or the right of Northwest Central Dispatch as an employer to terminate my employment at any time for any reason or no reason.

I hereby acknowledge that I have read and understand the above statement.

Signature of Applicant

Date

The Northwest Central Dispatch System is an Equal Employment Opportunity Employer and does not discriminate against any individual in any phase of employment in accordance with the requirements of Local, State and Federal Law.

