

West Cities Police Communications Center

ENTRY-LEVEL DISPATCHER SUPPLEMENTAL QUESTIONNAIRE

Instructions: This questionnaire must be completed and submitted with the employment application for the position of Entry-Level Dispatcher. Please print or type clearly your responses to the questions below. Incomplete information will cause disqualification from the selection process. If necessary, please use the reverse side of this form or additional pages to complete your response. If a question does not apply, write "NA" in the space provided. Negative responses to any of the following questions will not necessarily result in your disqualification from the selection process.

1. Describe the extent of your current (within the past 3 years) public/customer contact experience. Include name of employer, dates and number of full-time years/months performing public/customer contact work and indicate type of contact (phone, person-to-person, matters handled).

2. Please list any current (within the past 3 years) college/university level coursework or training related to the field of law enforcement or police dispatching which you have completed. Include name of college/university and course name(s). If you have attained an AA, BS or MS in a related field, list degree and field of study only.

3. List computer hardware and software which you possess current operational knowledge.

4. List the type of confidential information you have worked with in your work experience. From your point of view, list the consequence(s) of this information being handled incorrectly.

5. List any public safety dispatching duties (police and/or fire and/or ambulance) performed within the past 5 years.

A - List type and length of time within the assignment per employer.

B - List type of emergency dispatch/telecommunications equipment you can operate with minimal training.

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6. List the type of information you have worked with which has called for you to evaluate and make a decision for action. Be specific.

7. List any type of public service (paid or volunteer) you have performed or been involved in within the past 3 years.

8. This position requires that an incumbent work mandatory overtime with periodic changing shift assignments. Are you willing and able to work this type of schedule?

Yes No

9. This position requires that an incumbent be available to perform shift work (days, nights, graveyard), including working on holidays and weekends. Are you willing and able to work this type of schedule?

Yes No

10. This position requires that an incumbent be available to be called in to work on short notice and/or held over to cover unexpected vacancies. List your availability. Be specific regarding days and hours that cover a 24 hour, 7 day per week period.

In your own words, why do you want to be a West-Comm Dispatcher?

"I hereby certify that my responses to this supplemental questionnaire are true and accurately reflect my related experience. No attempt has been made by me to misrepresent my qualifications for the purpose of obtaining employment as an Entry-Level Dispatcher."

Applicant Signature

Date