

**APPLICATION FOR EMPLOYMENT
AS
COMMUNICATIONS OFFICER**

Police Department
City of Nichols Hills
6407 Avondale Drive
Nichols Hills, OK 73116

Print or type answers to each question clearly and completely. All questions must be answered. This is an application for employment and no employment contract is being offered.

Date of Application: _____

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

Address: _____
(Number) (Street) (City) (State) (Zip)

Home Phone: _____ Business Phone: _____

Date of Birth: _____ SSN: _____

How were you referred to us? _____

PLEASE NOTE: This application was designed for use by persons applying for the position of Communications Officer.

It shall be the continuing policy of the City of Nichols Hills that all persons are entitled to equal employment opportunity. The City does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, handicapped status or any other legally protected status.

WARNING: All information in this application will remain confidential and only be released to those with a need to know; however, it will be subject to a background examination and possibly polygraph examination. Any false, misleading or incomplete statements will be considered grounds for rejection. Leave no blank spaces. If a question does not apply to you, mark N/A (not applicable).

PLEASE STOP AND REVIEW THE ATTACHED JOB DESCRIPTION FOR A COMMUNICATIONS OFFICER.

After reviewing the essential job functions, the minimum qualifications and the special requirements from the attached job descriptions, are you able to do them with or without reasonable accommodation? Please initial your answer: YES _____ NO _____.

The City is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation except as necessary to complete the application form. If after reviewing your application form, verifying your responses, conducting a background investigation, and conducting necessary interviews or tests, you are considered for the job and would need reasonable accommodation to perform the essential job functions or demonstrate performance in the examination process, we will explore these alternatives.

As you complete the next portions, provide us with prior education, work experience and any relevant training or certificates and licenses that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible since you will be screened on what you include regardless of what you otherwise might be able to perform.

It is extremely important that you provide correct responses to the following questions and that you indicate your qualifications to be able to do the essential functions of the police officer position. Failure to answer these questions may indicate that you have not provided the information to qualify you for the present position. Use page six (6) for additional space.

1. Date you will be available for work: _____. Do you have any commitments to another employer that might affect your employment with us? _____

2. Are you a U.S. citizen? Yes _____ No _____. Are you legally eligible to work in the United States? Yes _____ No _____ (Verification will be required upon employment and failure to furnish documentation will be cause for separation).

3. Have you ever worked for this City? Yes _____ No _____. If yes, give prior position and dates: _____

4. Are you related to any City employee or any member of the City Council? Yes _____ No _____. If so, give name, department and relationship: _____.

5. Have you applied with this Police Department before? Yes _____ No _____. If yes, when? _____.

Have you applied with any other Police Department in the last five (5) years? Yes _____ No _____. If yes, which department(s) and when? _____

6. Do you know any Nichols Hills employees? Yes _____ No _____.

If yes, who? _____.

7. Have you ever been convicted of a criminal offense? Yes _____ No _____. If yes, give date and nature of offense: _____.

8. Have you ever been fingerprinted? Yes _____ No _____. If yes, give details:

(Where) (When) (By Whom) (Purpose)

10. Residence (List each and every place you have resided in the past ten years).

From Mon./Yr.	To Mon./Yr.	Address	City/State	Name of Landlord and Phone Number
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11. Education (List high schools, colleges, correspondence, business or technical schools. Exclude military in-service schools).

School	Full Address and Phone Number	Dates Attended	Hours	Degree
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12. Employment. In chronological order, list all employment, including part time, for the past ten (10) years.

May we contact these employers? Yes _____ No _____.

From: _____ to _____ Employer: _____

Job Title: _____ Supervisor's Name: _____

Salary: _____ Address: _____

Phone: _____ Reason for Leaving: _____

From: _____ to _____ Employer: _____

Job Title: _____ Supervisor's Name: _____

Salary: _____ Address: _____

Phone: _____ Reason for Leaving: _____

From: _____ to _____ Employer: _____

Job Title: _____ Supervisor's Name: _____

Salary: _____ Address: _____

Phone: _____ Reason for Leaving: _____

From: _____ to _____ Employer: _____

Job Title: _____ Supervisor's Name: _____

Salary: _____ Address: _____

Phone: _____ Reason for Leaving: _____

12. Military Service. Have you ever served in any branch of the military? Yes _____ No _____.
If yes, please indicate what branch of service, period of service, highest grade, date and nature of separation. Please provide copies of any discharge papers, i.e., DD Form 214, etc.

13. Skills. Typing speed _____ words per minute. Steno speed _____ words per minute.
List all business machines you can operate:

Other: _____

14. Account for all periods of time since age 18 that you were not in school, working, in the military, or recuperating from an illness or injury, if over ninety (90) days in duration.

15. Character References. Please provide the names, addresses, and phone numbers of five persons who have known you well enough to comment on your character, honesty, integrity and fitness to do the essential functions of the job. Do not include relatives or former employers.

Name	Address	Phone	Occupation	Yrs. Known
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16. Do you know of any other information that we have not asked for which may come out in the background investigation concerning your present fitness to handle the essential functions of the job? Yes ____ No _____. If yes, you have an opportunity to disclose at this time. (We are not, in this question, interested in your physical or mental ability to do the job.)

17. Emergency notification. Please list the person you would like notified in case of emergency.

Name _____ Telephone _____

Address _____ Relationship _____

AGREEMENT

(Please read the following statements carefully)

I hereby affirm that the information provided on this application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand that my employment can be terminated, without cause, for the good of the service, at any time at the discretion of either the City or myself. I understand that no management official other than the City Manager has any authority to enter into any agreement contrary to the foregoing or make any oral assurance or promise of continued employment.

I authorize persons, schools, my current employer (if applicable), and previous employers and organizations named in this application (and accompanying resume, if any) to provide any relevant information that may be required to arrive at an employment decision.

Applicant's Signature

Date

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DO NOT WRITE BELOW THIS LINE

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Interviewed by: _____

Date: _____

Hired: Yes _____ No _____

Date: _____

Approved: _____
Department Head

City Manager

CITY OF NICHOLS HILLS POLICE DEPARTMENT

AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I, _____ do hereby authorize a review of and full disclosure of all records concerning myself to any duly authorized agent of the City of Nichols Hills Police Department, whether the said records are of a public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of the records of educational institutions; financial or retail credit agencies (including credit reports and/or ratings); and other financial statements and records wherever filed; medical and psychiatric treatment and/or consultation, including hospitals, clinics, private practitioners, and the U.S. Veteran's Administration; employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed by or against me and the records and recollections of attorneys at law, or of other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization, will be considered in determining my suitability for employment by the City of Nichols Hills Police Department. I also certify that any person (s) who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person (s) from any and all liability which may be incurred as a result of furnishing such information,.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

Signature

Typed Name

_____/_____
Social Security Number D.O.B.

Address

Phone Number

SUBSCRIBED AND SWORN TO BEFORE ME, THE UNDERSIGNED AUTHORITY ON THIS THE _____ DAY OF _____, 20 _____.

CITY OF NICHOLS HILLS
JOB DESCRIPTION

Job Title: Communications Officer
Department: Police
Reports To: Communications Supervisor
FLSA Status: Non-Exempt

JOB SUMMARY

This is a non-exempt, position within the communications area of the Police Department. The incumbent serves as the reception for all incoming requests for information and emergency assistance and dispatch for police, fire and ambulance.

ESSENTIAL JOB FUNCTIONS

Operates telephone console, including TDD and receives, evaluates and refers calls for emergency service to appropriate units: police, fire, ambulance and public works.

Transfers routine administrative calls to appropriate office, department or agency; if unable to contact, takes note for recipients to return calls.

Operates the 9-1-1 emergency telephone system.

Operates base station radios.

Operates computer to enter, update, and retrieve data records.

Operates on-line teletype for NCIC, NLETS and state record files to check drivers records, vehicle registrations, stolen property listings, warrants, criminal history and missing persons files.

Receives and receipts bond monies after normal duty hours.

Contacts wrecker companies, utility services, or other service providers as requested.

Prepares and maintains logs, forms, notification/information sheets and reports.

Monitors jail cells by video. Maintains jail log and relays information/requests between prisoners and officers.

Monitors alarm receiving equipment, respond to activation or malfunctions.

Performs various systems tests and checks, fire department alert tones, and other preventative maintenance routines as directed.

MINIMUM JOB QUALIFICATIONS

High School diploma or GED equivalent.

Ability to read and interpret documents such as rules, operating instructions, maintenance manuals and policy and procedure directives. Ability to write routine reports and correspondence. Ability to speak effectively with coworkers and the general public.

Ability to operate radio, telephone, Teletype and related equipment.

Ability to perform basic mathematical calculations/functions.

Ability to interpret a variety of instructions, in stressful situations, and to maintain a controlled, effective manner of communication with all parties to the situation or event.

Must not have a felony conviction.

Must be able to meet or exceed qualifications to operate OLETS and NCIC systems within the first six months of employment. Attend 9-1-1 call taker training (ACOG). Complete Nichols Hills fire department orientation.

ADDITIONAL DESIRABLE QUALIFICATIONS

Prior experience as a public safety communications employee.

SUPERVISION GIVEN AND RECEIVED

Works under the general supervision of the Communications Supervisor.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work is usually conducted indoors in a climate-controlled environment. Work requires remaining in a confined area of the communications office for periods up to entire shift periods.

May be exposed to electrical shocks in handling of communication equipment. Moderate noise level, but may become confusing at times of high radio and telephone traffic.