

KITTCOM EMPLOYMENT APPLICATION

Emergency Services Dispatcher - Full Time

700 Elmview Road, Ellensburg, Washington 98926
(509) 925 - 8534

PLEASE TYPE OR PRINT IN INK

KITTCOM is an equal opportunity employer. We do not discriminate, in violation of law, on the basis of race, color, natural origin, religion, creed, sex, marital status, age or disability as defined under the Americans with Disability Act. Applications are expected to be completed in full without blanks.

Name: _____ Date of Birth: _____				
Last	First	MI		
Address: _____				
Street Number	City	State	ZIP	
Phone: Home: () _____			Work: () _____	
Email Address: _____				
List any other names you have ever used: _____				

EDUCATION AND TRAINING

Have you graduated from High School or passed the GED test? Yes No

	Name of School(s)	Major	When Attended	Degree
High School or GED				
Undergraduate Studies				
Graduate Studies				
Business or Technical				
Military Training				
Training and/or Professional Licenses				

NAME:	Last	First	Middle
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EMPLOYMENT HISTORY - PAST 10 YEARS

Beginning with your present or most recent employment, list your work experience history. Be sure to include any non-paid experience which is related to the job for which you are applying. If additional space is required, attach a separate sheet. **"SEE RESUME" WILL NOT BE ACCEPTED.**

Employer Name:				
Employed To/From:	Your Position:	Supervisor's Name:	Telephone: ()	May We Contact?
Complete Address:				
Describe Major Work Duties (attach a separate sheet if desired):				
Reason for Leaving: (If Applicable)				

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Have you ever been discharged or asked to resign from any position? Yes No
If yes, give complete details (date, place, reason, name and address of supervisor):

Have you been convicted of a felony or released from prison within the last seven (7) years, or convicted of a misdemeanor other than traffic offenses within the past three (3) years? Yes No

****Information provided here will be verified, using information provided in this application, for accuracy as part of the consideration process****

If yes, please explain: _____

Military Status: Have you ever served in the U.S. Armed Forces? Yes No

A. While in the military service were you ever arrested for an offense which resulted in a trial by deck court or by summary, special, or general court-martial?
Yes No

If Yes, give the date, place, law enforcing authority or type of court or court-martial, charge and action taken for each incident.

B. Are you presently a member of U.S. Reserve or National or State Guard organization?
Yes No If Yes, complete the following:

Foreign Language: Advise the foreign language and indicate your knowledge for reading, speaking, understanding and writing that language.

Special Qualifications and Skills:

A. Indicate any special certifications or training that may be applicable to the position.

B. List any special skills you possess and machines and equipment you can use.

NAME:	Last	First	Middle
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Can you perform the essential functions of this job with or without reasonable accommodation?(See Job Description) Yes: _____ No: _____

Describe specialized equipment or software you have used, i.e., PC, spreadsheet, database, word processing, 10 key calculator, data entry or other. (You may attach another page if you wish to elaborate.)

Typing Speed: _____ words per minute.

NAME:	Last	First	Middle
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NO CONFLICTS OF INTEREST:
 I certify that I am not engaged in any outside activity or business that could be considered in conflict with KITTCOM's interest or those of its citizens, nor will I become engaged in such activity or business if employed. I understand that any outside business or employment I engage in must be in compliance with current KITTCOM Administrative policy.

CERTIFICATION TO WORK IN THE UNITED STATES:
 I understand that all KITTCOM employment offers are contingent on the applicant meeting the requirements of the Immigration Reform and Control Act. This Act requires KITTCOM to verify the identity of every new employee as well as their legal right to work in the United States. This verification requires me to complete the Government's Employment Eligibility Verification form (I-9) and present the required documentation on the first day of my employment, if I am hired.

ACCURACY OF INFORMATION:
 I represent that I have carefully reviewed all of the questions in the KITTCOM application package and have taken all the time necessary to provide full, complete, and accurate responses. I acknowledge that KITTCOM will rely on the information I have provided in this application package. I further represent the information I have provided contains no errors, omissions, misrepresentations, or anything that could be construed as misleading. I understand that if employed, any errors, omissions, or misleading statements that I provided on this application package will be grounds for disciplinary action up to and including termination.

EMPLOYMENT:
 I understand that if KITTCOM employs me, I must comply with KITTCOM's policies, rules, and regulations. I understand that no representative of KITTCOM other than the Director has the authority to enter into any agreement of employment for any specified period of time, or to make any agreement contrary to the foregoing. I also understand that I must satisfy all of the requirements contained in the application package prior to employment with KITTCOM.

Signed: _____ Date: _____
 Applicant

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
 BE SURE TO SIGN ALL DOCUMENTS IN THE SPACES PROVIDED!**

(PLEASE DO NOT SIGN & RETURN THE JOB DESCRIPTION - YOU MAY KEEP IT FOR REFERENCE)

**RETURN THIS COMPLETED APPLICATION AS DIRECTED. (IF MAILING, SEND IT TO:)
 KITTCOM , 700 Elmview Rd, Ellensburg, WA 98926**

AUTHORIZATION FOR RELEASE OF INFORMATION

PRELIMINARY BACKGROUND CHECK

PLEASE PRINT CLEARLY

Full Name of Applicant: _____

Alias: _____

Social Security Number: _____

Date of Birth: _____

Drivers License#: _____

As a part of seeking employment with KITTCOM, I hereby authorize KITTCOM to investigate any criminal records that I may have. I authorize them to contact law enforcement agencies and to access data contained in computer systems such as the National Crime Information Center, Judicial Information System, and Department of Licensing for information about my criminal background.

I understand that any information obtained as a result of this release will be held strictly confidential and is for the purpose of a background check for employment purposes only. However, it is a prerequisite for employment and any job offer will be contingent upon a satisfactory completion of a background check. This authorization will terminate one hundred and twenty (120) days from the date of signature.

RELEASE INFORMATION TO:

Director and/or Hiring Supervisor at KITTCOM

FOR THE PURPOSE OF:

PRE-EMPLOYMENT SCREENING

Date: _____

Signature of Applicant: _____