

**Preston County E-911**  
**300 Rich Wolfe Drive**  
**Kingwood, WV 26537**  
**Phone (304) 329-1855, Fax (304) 329-2530**

**Dispatcher Application**

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
(Last) (First) (MI)

Please Read Carefully

The duties of a Preston County E-911 Dispatcher are as described in the Preston County E-911 Dispatcher Job Description. In addition to the information outlined therein, a Preston County E-911 Dispatcher must:

- Have the ability to express thoughts concisely and meaningfully with an effective speaking voice, good diction, good telephone technique, and in writing when necessary;
- Have the ability to deal tactfully, courteously and skillfully with the human relation aspect and with other problems that may arise involving the Communications Center Personnel, others that work in conjunction with the Communication Center, and the general public;
- Have the ability to think and act quickly and effectively in emergency situations, and when necessary, handle several communications tasks simultaneously; yet function with accuracy, speed, and emotional self control;
- Have the ability to work in a tobacco free environment, in close quarters, with infrequent breaks, and sometimes long and strenuous hours;
- The position for which you are about to apply will expose you to information that must, by requirement of law, remain strictly confidential. For this reason, for you to be considered for the position, you must be willing to submit to a rigid testing, (including Drug Screening and Base Line Hearing Test, thorough interview(s), and a complete background investigation.)
- Attached to this application is a Privacy Act Statement. You are required to read and sign this statement to insure further consideration of your Application.



If so what date? \_\_\_\_\_

**NOTE: IF YOU ANSWER YES TO ANY OF THE FOLLOWING LIST OF QUESTIONS, PLEASE GIVE THE PARTICULARS ON THE REVERSE SIDE OF THIS PAGE. A "YES" ANSWER DOES NOT AUTOMATICALLY DISQUALIFY YOU FROM CONSIDERATION.**

Have you ever been discharged or asked to resign from employment? \_\_\_\_\_

Have you ever been convicted of a crime, other than a minor traffic violation?  
\_\_\_\_\_

Do you have any health defects or physical handicaps which may prevent you from adequately performing the duties of this position? \_\_\_\_\_

Do you object to inquiry of your present employer in regard to your character, work record, abilities, or qualifications? \_\_\_\_\_

Are you on lay-off and subject to recall? \_\_\_\_\_

## **Education**

**CIRCLE HIGHEST GRADE COMPLETED**

**0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 ABOVE**

Please list the name of the high school you graduated from, please include school address and phone number if known.

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Please list the name of the College you attended, please include school address and phone number if known.

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<b>CHARACTER REFERENCES</b>
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**Please list character references below, please include their address and telephone number. Please do not use relatives as character references:**

<b>1.</b>
<b>2.</b>
<b>3.</b>
<b>4.</b>

**I certify that the information given throughout this application document is true and accurate to the best of my knowledge.**

\_\_\_\_\_

**Applicant Signature**

\_\_\_\_\_

**Date**



## **Privacy Act Statement**

### **Data Required by the Privacy Act of 1974**

#### **Please read carefully**

Authority for collection of information including Social Security Number is contained in 5USC3331, 32USC708, 44USC708, DDUSC3101, 32USC708, and sections 133, 265, 275, 504, 508, 510, 672(d), 678, 837, 1007, 1071, through 1087, 1168, 1169, 1475, through 1480, 1553, 2108, 3012, 5031, 8012, 8033, 8496, and 9411 or 10USC and Execution Orders 9397, 10450, and 11652.

This authority for collection of information must be signed by you giving the Preston County E-911 Administrators and/or their agent permission to conduct a thorough background investigation with agencies such as credit bureaus, medical or mental institutions, law enforcement agencies and other agencies which might be of concern for the completion of the investigation. This voluntary release allows Preston County E-911 Administrators and/or their agent to contact agencies for release of information and accurate documentation concerning your past personal history, and your financial status.

#### **AGREEMENT**

- I certify that all answers and information submitted by me are true and complete to the best of my knowledge.
- I authorize you to make such investigations and inquiries of my personal, employment, financial, and medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, and other persons from liabilities in responding to inquiries in connection with my application.
- In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also, that I am required to abide by all rules and regulations of the employment position for which I am applying.

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Applicant Signature

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Date

**Preston County E-911  
Working Conditions Statement**

The Preston County Emergency Management/E-911 Director and the Preston County E-911 Deputy Director understand that the position of Dispatcher requires great sacrifice of the person assigned to the position. It is this understanding which results in their joint effort to make working conditions within Preston County E-911 as pleasant and humanly possible while still achieving the goals of Preston County E-911.

The work of a Dispatcher is considered extremely stressful. The nature of the work in combination with working conditions has the potential to be disruptive of the home environment. Applicants must understand and be willing and able to work under the following conditions:

- Must be willing to work **ANY** schedule which has been deemed advantageous to Preston County E-911;
- Must be willing to rotate days off if deemed advantageous to Preston County E-911;
- Must be willing to work overtime on short notice, and on regularly scheduled days off as deemed advantageous to Preston County E-911;
- Must understand that the scheduling requirements of the position take priority over controllable personal commitments;
- Must comply fully with all written and verbal instructions;

Once again, every effort will be made to insure that an employee of Preston County E-911 is treated with dignity, respect, and understanding. The purpose of this form is to insure that you, the applicant, understand the inherent problems associated with working for Preston County E-911. You are urged to carefully consider your willingness to work under the aforementioned conditions.

I THE UNDERSIGNED, UNDERSTAND THE WORKING CONDITIONS WITHIN PRESTON COUNTY E-911 AS OUTLINED ABOVE AND WISH TO BE CONSIDERED FOR THE POSITION.

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Applicant Signature

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Date



# PRESTON COUNTY

## E-911 Communication Center

300 Rich Wolfe Drive  
Kingwood, WV 26537  
Phone: 1-304-329-1855  
Fax: 1-304-329-2530

**Director: Duane Hamilton**

**Asst. Director: Justin R. Wolfe**

### REPAYMENT AGREEMENT

THIS REPAYMENT AGREEMENT dated this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_, at Kingwood, West Virginia.

WHEREAS, the undersigned contemplates employment with the Preston  
County E-911 Center in the position of an E-911 Telecommunicator, and,

WHEREAS, as a pre-requisite to me becoming employed as an E-911  
Telecommunicator, I understand that I must have successfully completed a  
training and education program and,

WHEREAS, I am informed that the Preston County E-911 Center is willing  
to pay for such training or education on the condition that I maintain employment  
with Preston County E-911 Center for a period of not less than one year,

THEREFORE, in the event that I discontinue employment with the Preston  
County E-911 Center as an E-911 Telecommunicator within one (1) year  
immediately following successful completion of such training and education  
curriculum, as liquidated damages not as a penalty of forfeiture, I shall reimburse  
the Preston County E-911 Center the prorated portion of the expenses of such  
training and education, which is equal to that part of my first year which I may  
choose not to remain in the employ of the Preston County E-911 Center. I  
further understand that this repayment agreement shall be null and void and of  
no consequence after I have completed one (1) full year of employment with the  
Preston County E-911 Center as a Telecommunicator.

I, \_\_\_\_\_, have read and do understand the  
terms and conditions set forth in the foregoing paragraphs; freely agree with  
these terms and conditions; and acknowledge receipt of a copy hereof.

\_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

Applicant Signature

\_\_\_\_\_  
Preston County E-911 Center Director

