

Tama County, IA 911 Communications | Public Safety Telecommunicator Application

Tama County, IA 911 Communications

PUBLIC SAFETY TELECOMMUNICATOR

EMPLOYMENT APPLICATION & BACKGROUND INVESTIGATION QUESTIONNAIRE

Complete every item. Attach additional sheets when needed, identify the section and question number, and sign each attachment. Do not include a Social Security number, bank information, medical records, or protected health information with this application.

1. APPLICANT IDENTIFICATION AND CONTACT INFORMATION

Legal Name	Last: _____ First: _____ Middle: _____
Other Names Used	List all former names, aliases, maiden names, nicknames, or names by which you have been known: _____
Current Address	Street: _____ City: _____ State: _____ ZIP: _____
Mailing Address	☐ Same as current address OR Street/PO Box: _____ City/State/ZIP: _____
Primary Phone	_____ ☐ Mobile ☐ Home ☐ Other Best day time to reach you: _____
Email Address	_____
Are you at least 18?	☐ Yes ☐ No
Work Authorization	Are you legally authorized to work in the United States? ☐ Yes ☐ No (Proof will be required if hired.)

2. POSITION INTEREST, AVAILABILITY, AND ESSENTIAL-FUNCTION ACKNOWLEDGMENT

- ☐ I am applying for:
- ☐ 1400-2200 Tuesday-Saturday with Sunday/Monday off
 - ☐ 2200-0600 Tuesday-Saturday with Sunday/Monday off
 - ☐ Either shift.
- ☐ I understand the position may require work on nights, weekends, holidays, overtime, and during emergency or large-scale incidents.
- ☐ I have reliable transportation and can report to the work site as scheduled and when called in for operational needs. This position requires employees to report for their shifts in all weather conditions.

3. DRIVER LICENSE AND TRANSPORTATION

Driver License	State: _____ License Number: _____ Class: _____ Expiration Date: _____
License Status	☐ Valid ☐ Suspended ☐ Revoked ☐ Restricted ☐ Other: _____
Driving History	Within the last 5 years, have you had a license suspended, revoked, or restricted? ☐ No ☐ Yes – Please explain why your license was suspended, revoked, or restricted: _____

4. EDUCATION + TRAINING

School / Training Provider	City / State	Program / Degree / Credential	Completed? (Yes/No)

Include high school/GED, college, vocational education, public-safety training, and relevant certifications.

5. PUBLIC SAFETY, CUSTOMER SERVICE, AND HIGH-PRESSURE EXPERIENCE

Briefly describe experience that demonstrates your ability to communicate professionally, work with distressed people, multitask, document accurately, learn complex technology, and make sound decisions under pressure.

6. COMPUTER, RADIO, AND RECORDS SYSTEM EXPERIENCE

Check all systems/tools you have used: ☐ CAD ☐ 911 phone system ☐ Two-way radio ☐ IOWA/NCIC or other CJIS system ☐ Mapping/GIS ☐

Multi-screen workstations ☐ Microsoft Office ☐ Other: _____

Describe your proficiency and any training/certifications related to the items checked above.

7. EMPLOYMENT HISTORY - COMPLETE FOR ALL EMPLOYERS FOR THE LAST 10 YEARS

Start with your current or most recent employer. Include military service, self-employment, temporary agencies, internships, and periods of unemployment. Use additional pages if needed. A complete work history is required for background investigation.

Employer #1

Employer Name / Address	Name: _____ Street: _____ City/State/ZIP: _____
Employer Phone / Website	Phone: _____ Website: _____
Your Position / Duties	Title: _____ Brief description of duties: _____
Supervisor / Contact	Name: _____ Title: _____ Phone: _____
Dates	From (MM/YYYY): _____ To (MM/YYYY): _____
Reason for Leaving	_____
May We Contact?	☐ Yes ☐ No. If no, explain: _____

Employer #2

Employer Name / Address	Name: _____ Street: _____ City/State/ZIP: _____
Employer Phone / Website	Phone: _____ Website: _____
Your Position / Duties	Title: _____ Brief description of duties: _____
Supervisor / Contact	Name: _____ Title: _____ Phone: _____
Dates	From (MM/YYYY): _____ To (MM/YYYY): _____
Reason for Leaving	_____
May We Contact?	☐ Yes ☐ No. If no, explain: _____

Employer #3

Employer Name / Address	Name: _____ Street: _____ City/State/ZIP: _____
Employer Phone / Website	Phone: _____ Website: _____
Your Position / Duties	Title: _____ Brief description of duties: _____
Supervisor / Contact	Name: _____ Title: _____ Phone: _____
Dates / Pay	From (MM/YYYY): _____ To (MM/YYYY): _____
Reason for Leaving	_____
May We Contact?	☐ Yes ☐ No. If no, explain: _____

Employer #4

Employer Name / Address	Name: _____ Street: _____ City/State/ZIP: _____
Employer Phone / Website	Phone: _____ Website: _____
Your Position / Duties	Title: _____ Brief description of duties: _____
Supervisor / Contact	Name: _____ Title: _____ Phone: _____
Dates / Pay	From (MM/YYYY): _____ To (MM/YYYY): _____ Starting pay: _____ Ending pay: _____
Reason for Leaving	_____
May We Contact?	☐ Yes ☐ No. If no, explain: _____

8. GAPS IN EMPLOYMENT

Explain any period of unemployment or other gap longer than 30 days during the last 10 years. Include dates and the reason for the gap.

Dates (MM/YYYY - MM/YYYY)	Reason / Activity During Gap	Documentation Available (if applicable)

9. PERSONAL REFERENCES - DAYTIME CONTACT REQUIRED

List three adults who are not relatives and who have known you for at least one year. They must be available for contact during normal daytime business hours. Do not list current Tama County 911 Communications employees unless you have their permission.

Reference Name	Relationship / Years Known	Daytime Phone	Email

10. RESIDENCE HISTORY - LAST 10 YEARS

List all places you have lived during the last 10 years, including temporary residences, college housing, military housing, and shared residences.

Street Address	City / State / ZIP	From (MM/YYYY)	To (MM/YYYY)	Person(s) Who Lived With You (if any)

12. FAMILY AND HOUSEHOLD INFORMATION - CONFIDENTIAL BACKGROUND INVESTIGATION SECTION

Purpose and Use

This section is requested solely to assist with a job-related background investigation for a public-safety communications position and to identify potential conflicts, associations, or contacts that may be relevant to authorized records-access screening. Information will be handled as confidential personnel/background material to the extent permitted by law.

List immediate family members and current household members. Include spouse/partner, parents/guardians, siblings, adult children, and any person who currently lives with you. Attach additional sheets if necessary.

Full Legal Name	Relationship	Daytime Phone	Email (if known)	Employer / Occupation

13. ASSOCIATIONS, CONTACTS, AND CONFLICT DISCLOSURES

Answer truthfully. An affirmative answer does not automatically disqualify you; the County will consider the nature, timing, relevance, and circumstances of the information as permitted by law.

1. Do you have a close personal, household, family, business, or financial relationship with any current Tama County employee, elected official, law enforcement officer, firefighter, EMS provider, court employee, vendor, contractor, or person who may routinely interact with Tama County 911 Communications? ☐ No ☐ Yes

If yes, explain fully, including date, agency/court/employer, city/state, and outcome:

2. Are you currently subject to a court order, no-contact order, protective order, restraining order, probation, parole, pretrial supervision, or similar legal condition that may affect your ability to perform this position or obtain/maintain required criminal justice information access? ☐ No ☐ Yes

If yes, explain fully, including date, agency/court/employer, city/state, and outcome:

3. Have you ever been denied, suspended from, or had restricted access to a criminal justice information system, law-enforcement database, security clearance, public-safety certification, or professional license? ☐ No ☐ Yes

If yes, explain fully, including date, agency/court/employer, city/state, and outcome:

4. Have you ever resigned, been asked to resign, been terminated, or been disciplined from a position involving public safety, security, handling confidential information, cash/property, or direct public contact? ☐ No ☐ Yes

If yes, explain fully, including date, agency/court/employer, city/state, and outcome:

14. COURT, CRIMINAL, AND ADMINISTRATIVE HISTORY - CONFIDENTIAL

Instructions

This section is intended to identify matters that may be relevant to the position, background investigation, driver eligibility, or access to criminal justice information. Do not report arrests that did not result in conviction, sealed/expunged records, juvenile matters, or other information you are not legally required to disclose, unless a lawful written supplemental request specifically requires it. If you are unsure, seek legal advice before responding.

1. Are you currently charged with, awaiting trial for, or otherwise a defendant/respondent in any criminal, civil, administrative, domestic-relations, licensing, or employment-related matter that may affect your ability to perform this position or obtain/maintain required certifications or systems access? ☐ No ☐ Yes

If yes, identify the case/matter, approximate date, court/agency, city/state, disposition/outcome, and explanation. Attach a separate page if needed.

2. Have you ever been convicted of, pleaded guilty or no contest to, or received a deferred judgment for an offense other than a minor traffic violation, to the extent disclosure is legally required? ☐ No ☐ Yes

If yes, identify the case/matter, approximate date, court/agency, city/state, disposition/outcome, and explanation. Attach a separate page if needed.

3. Have you ever been the subject of a substantiated finding by a court, licensing body, employer, or governmental agency involving dishonesty, fraud, theft, misuse of confidential information, harassment, violence, abuse, discrimination, retaliation, or serious misconduct? ☐ No ☐ Yes

If yes, identify the case/matter, approximate date, court/agency, city/state, disposition/outcome, and explanation. Attach a separate page if needed.

15. DRUG, ALCOHOL, AND CONDUCT DISCLOSURES RELEVANT TO THE POSITION

Do not disclose medical treatment, diagnosis, or disability information.

1. Have you ever been terminated from employment or disqualified from a position for violating a drug- or alcohol-free workplace policy, failing a workplace drug/alcohol test, or refusing a required test? ☐ No ☐ Yes

If yes, explain: _____

2. Have you ever used or misused an employer's data, confidential records, credentials, equipment, or information systems for an unauthorized purpose? ☐ No ☐ Yes

If yes, explain: _____

3. Have you ever knowingly made a false statement, material omission, or falsified record in an employment application, background investigation, report, official record, timekeeping record, or legal proceeding? ☐ No ☐ Yes

If yes, explain: _____

16. BACKGROUND INVESTIGATION AUTHORIZATION AND RELEASE

Read carefully before signing. This authorization applies only to lawful, job-related inquiries and is subject to applicable federal, state, and local law, collective-bargaining agreements where applicable, and County policy.

1. I certify that the information I have provided in this application and in any attachments is true, complete, and accurate to the best of my knowledge. I understand that material omissions, false statements, misleading answers, or failure to fully disclose required information may result in removal from consideration or, if hired, discipline up to and including termination.
2. I authorize Tama County, its authorized representatives, and its designated background-investigation providers to make lawful, job-related inquiries concerning my identity, prior names, employment, education, credentials, driving record, professional licenses/certifications, references, public records, criminal history where permitted, court and administrative records, and other information reasonably related to my qualifications, suitability, integrity, reliability, or ability to meet the requirements of the Public Safety Telecommunicator position.
3. I authorize former and current employers, educational institutions, references, government agencies, licensing bodies, courts, and other lawful sources to provide information responsive to such inquiries. I release those sources and Tama County from liability for providing or receiving truthful information in good faith, except as prohibited by law.
4. I understand that any report obtained from a consumer reporting agency will be handled in accordance with applicable law and that I may receive any required notices, disclosures, and opportunity to respond before adverse action is taken based on such report.
5. I understand that the position requires access to sensitive and confidential information, including criminal justice information, and that eligibility for required system access and certifications may be determined by applicable state/federal rules and the policies of the relevant governing authorities.
6. I understand that all newly hired Public Safety Telecommunicators are subject to a six-month introductory probationary period. During this period, performance, ability to learn and respond to training, attendance, conduct, judgment, teamwork, and overall suitability will be evaluated. Employment may be terminated during the probationary period when the employee does not demonstrate sufficient improvement, does not adequately respond to training or corrective guidance, fails to meet operational expectations, or for other performance- or conduct-related reasons consistent with County and 911 Communications policy.

☐ I have read and understand the Background Investigation Authorization and Release above.

☐ I authorize Tama County to contact every employer, reference, and other lawful source listed in this application, including those I marked "do not contact," if the County determines the inquiry is necessary and lawful for the background investigation.

Applicant Signature	Signature: _____
Printed Name / Date	Printed Name: _____ Date: _____

21. EQUAL EMPLOYMENT OPPORTUNITY

Tama County is an equal opportunity employer. Employment decisions are made without unlawful discrimination or harassment. Applicants who need a reasonable accommodation in the application or selection process should contact the 911 Director identified in the job posting to discuss.