

Applications with Resumes are being accepted for the position of Dispatch Manager for the Garland County 911 Emergency Communications Center.

This position will manage 3 Lead Dispatchers, approximately 14 Line Dispatchers, and the functions of a 7 days-a-week, 24-hour emergency response communications center. The Dispatch Manager will be the primary 9-1-1 Public Safety Answering Point (PSAP) Manager point of contact for Garland County. This position is responsible for managing and directing all aspects of the Garland County 911 Emergency Communications Center. The Dispatch Manager will ensure the Center runs smoothly and First Responder safety is of the highest priority. The Dispatch Manager will also be responsible for ensuring that communications equipment, the dispatch workstations, and all other equipment within the Center are on a proper maintenance schedule. This position is assigned under the general direction of the Emergency Management Director and the Garland County Judge.

Qualified applicants must possess four years of college or equivalent supervisory experience in the communications or law enforcement administration field and must possess significant experience and considerable knowledge of the principles, practices, procedures, techniques and equipment associated with 9-1-1 Public Safety Answering Point (PSAP) operations. Salary based on education and/or experience.

Interested applicants should email valerie@garlandcounty.org to receive the required application to be completed for consideration. Applications and resumes will be accepted through Friday, August 25, 2017 and should be mailed or hand delivered to Valerie Dodge, Garland County Human Resources Director, 501 Ouachita Avenue, Suite B-4, Hot Springs, AR 71901. Garland County is an Equal Opportunity Employer.

Garland County Emergency Communications Center

APPLICANT DISQUALIFICATIONS

Applicant Information

Applicant's Name _____ SS#: _____ DOB: _____
(last 4 digits only)

Conditions

The applicant must be of good moral character and habits. An investigation of the applicant will be made to satisfactorily establish good moral character, habits, and honesty. In addition to a criminal record check, a credit history and financial condition of the applicant will be reviewed. Credit history will not be the sole basis for disqualification. The list below is intended to give applicants an overview of disqualifications. Applicants are reviewed individually and additional disqualifications may occur.

Signature: _____ Date: _____

Garland County Emergency Communications Center

WILLINGNESS SCREENING

Applicant Information

Applicant's Name _____ SS# _____ DOB: _____
(last 4 digits only)

Please take the time to read each sentence carefully and initial in the box with your corresponding response for each task. Garland County requires your willingness to complete each task as outlined below before your testing will be given. If you are unwilling to perform all of the duties you need not continue in the hiring process. If upon hiring, failure to perform these tasks may result in disciplinary action, including termination of employment. This is not a comprehensive list of the work environment.

If you are a convicted felon or have certain misdemeanor convictions there is no need to continue with this selection process.

Checklist

		YES	NO
1.	Are you willing to work any shift required?		
2.	Are you willing to have your shift assignment changed as needed to provide for the safety and security of the GCECC?		
3.	Are you willing to work weekends, holidays, and double shifts?		
4.	Do you have a current valid Arkansas Driver's License?		
5.	If you do not have, are you willing to obtain a current valid Arkansas Driver's License? If so, when:		
6.	Are you willing to work during inclement weather?		
7.	Are you willing to maintain a method of immediate telephone communication?		
8.	Are you willing to undergo a thorough background investigation?		
9.	Are you willing to participate in a variety of training programs which may require overnight traveling?		
10.	Are you willing to maintain an alcohol and drug free work environment?		
11.	Are you willing to be a positive influence and communicate effectively to resolve issues before they escalate?		

12.	Are you willing to work in a potentially hazardous environment?		
13.	Periodically, are you willing to perform minor maintenance or housekeeping duties as needed?		

I, _____ certify, that all the above statements made on this Willingness Screening are true, complete, and correct to the best of my knowledge and belief. I understand that falsification or misrepresentations on the Willingness Screening may be cause for my application to be rejected or, if employed, I may be terminated.

Signature: _____ Date: _____

GARLAND COUNTY EMERGENCY COMMUNICATIONS CENTER

APPLICATION FOR EMPLOYMENT

This application must be filled out in its entirety. Please list complete addresses and phone numbers where requested. If a question does not apply, indicate by writing N/A in the answer blank. All incomplete applications are subject to disqualification. Any incorrect, false, or misleading information provided may result in ineligibility and /or termination.

BELOW IS A CHECKLIST OF ITEMS REQUIRED UPON SUBMISSION OF THIS APPLICATION:

- Copy of Driver 's License
- Copy of Social Security Card
- Certified Copy of Birth Certificate
- Certified Copy of HIGH SCHOOL Diploma (or GED), Degrees, Educational Certificates
- Training Certificates (if any) related to the position you are applying for
- DD214 (Long Form [if applicable])

HOW DID YOU HEAR ABOUT THE POSITION YOU ARE APPLYING FOR?

- Friend _____
 - Relative _____
 - Advertisement _____
(Please List Source)
-

GENERAL INFORMATION

- 1) Are you currently employed?..... Yes No
- 2) May we contact your current employer?..... Yes No
- 3) Are you currently in "Lay-Off" status and subject to recall?..... Yes No

- 4) Can you travel if a job requires it?..... Yes No
- 5) Do you have any friends or family members that work here?..... Yes No
 - a) If yes, who : _____

- 6) Have you applied with us before?..... Yes No
 - a) If so, when: ___ / ___ / ___
- 7) Date you are available for work: ___ / ___ / ___
- 8) What is your desired salary range? _____

PERSONAL:

Name:

(Last)

(First)

(Middle)

(Maiden / Nickname / Alias)

Address :

(Street Address)

(City)

(State)

(Zip Code)

Method of Contact:

(Home Phone)

(Cell Phone)

(E-Mail Address)

Date of Birth _____ Social Security Number _____

Arkansas Driver's License Number _____ Exp. Date _____

Citizenship: U.S. Born U.S. Naturalized Other _____

Marital Status (check one):

Single Married Engaged Separated Divorced Widowed

EMPLOYMENT EXPERIENCE:

List all jobs you have held in the last ten (10) years, starting with your current or last job first. If you need more space, you may attach additional sheets. Include military service, temporary and part-time jobs in proper time sequence.

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number (s)	Hourly Rate/ Salary Starting Final		
Job Title Supervisor			
Reason for Leaving			

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number (s)	Hourly Rate/ Salary Starting Final		
Job Title Supervisor			
Reason for Leaving			

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number (s)	Hourly Rate/ Salary Starting Final		
Job Title Supervisor			
Reason for Leaving			

Employer	Dates Employed From To		Work Performed
Address			
Telephone Number (s)	Hourly Rate/ Salary Starting Final		
Job Title Supervisor			
Reason for Leaving			

Have you ever been discharged or forced to resign because of misconduct or for unsatisfactory service?..... Yes No

If yes, give details: _ _ _ _ _

Have your employers always treated you fairly?..... Yes No

If no, please explain : _ _ _ _ _

Do you have outside employment or side jobs that would interfere with your work at the Garland Emergency Communications Center?..... Yes No

If yes, please give details: _ _ _ _ _

EDUCATION:

	Name and Address of School	Course of Study	Number of Years Completed	Diploma/ Degree or GED
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

REFERENCES:

List at least five (5) responsible persons, other than relatives, who could provide information about your character, ability, experience, personality and other qualities:

(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
--------	------------------	--------	---------	-------	----------------	---------

(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
--------	------------------	--------	---------	-------	----------------	---------

(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
--------	------------------	--------	---------	-------	----------------	---------

(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
--------	------------------	--------	---------	-------	----------------	---------

(Name)	(Street Address)	(City)	(State)	(Zip)	(Phone Number)	(Email)
--------	------------------	--------	---------	-------	----------------	---------

ARREST AND/OR MILITARY DISCIPLINARY:

What branch of the military have you served in-or are you serving in? _____

Have you ever been arrested or detained by the police?

(Date) (Crime) (Agency) (Disposition)

(Date) (Crime) (Agency) (Disposition)

Have you ever been placed on probation?..... Yes No

If yes, give details: _____

Have you ever been required to pay a fine in excess of \$250.00?..... Yes No

If yes, give details _____

Have you ever received any disciplinary action while in the military?..... Yes No

If yes, give details _____

If you have ever been finger printed by a police agency other than for an arrest, give details:

(Date) (Agency) (Purpose)

(Date) (Agency) (Purpose)

(Date) (Agency) (Purpose)

DRIVING HISTORY/ RECORD:

Can you operate a motor vehicle?..... Yes No

Do you possess a valid operator's license from the State of Arkansas?..... Yes No

Was your license ever suspended or revoked?..... Yes No

If yes, give details: _____

Was your license ever restored?..... Yes No

If yes, give details: _____

Have you ever been refused an operator's license by any state?..... Yes No

Have your driving privileges ever been restricted?..... Yes No

Has a motor vehicle being driven by you ever been involved in an accident?..... Yes No

If yes: please give details for each accident:

(Date) (Location) (Cause of Accident) (Police Investigation: YES/NO)

(Date) (Location) (Cause of Accident) (Police Investigation: YES/NO)

(Date) (Location) (Cause of Accident) (Police Investigation: YES/NO)

List any convictions for traffic violations:

(Date) (Location) (Nature of Violation) (Penalty or Disposition)

(Date) (Location) (Nature of Violation) (Penalty or Disposition)

(Date) (Location) (Nature of Violation) (Penalty or Disposition)

(Date) (Location) (Nature of Violation) (Penalty or Disposition)

CAREER OBJECTIVES:

Explain briefly your reasons for applying for this position:

SKILLS/ TRAINING:

Describe any specialized training and/or skills related to the position for which you are applying for:

I hereby certify that all statements made in this questionnaire are true and complete and I understand that any misstatements of material facts will subject me to disqualification or dismissal.

By signing this employment application, I certify that I am in compliance with the Military Selective Act.

(Printed Name)

(Signature)

NOTARIZATION:

SWORN AND SUBSCRIBED BEFORE ME:

(Notary Public)

This _____ day of _____, 20_____

My commission expires:

Notice: False Swearing is a Class A Misdemeanor
Punishable under Arkansas Code Ann. § 5-53-103

Disclosure Regarding Background Investigation

Garland County may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). An "investigative consumer report" is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references. These background reports may be obtained at any time after receipt of your authorization and, if you are hired and engaged by Garland County, throughout your employment or your contract period, as allowed by law.

HireRight, Inc. ("HireRight"), or another consumer reporting agency, will prepare or assemble the background reports for Garland County. HireRight is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761. Information about HireRight's privacy practices is available at www.hireright.com/Privacy=Policy.aspx.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional reference checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or Garland County policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and, for investigative consumer reports, personal interviews with sources such as neighbors, friends, former employers and associates; and other information sources. If Garland County should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then Garland County will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, are also being provided to you.

Authorization of Background Investigation

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc. ("HireRight"), and to the release of such background reports to Garland County and its designated representatives and agents, for the purpose of assisting the County in making a determination as to my eligibility for employment (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the County hires me or contracts for my services, my consent will apply, and the County may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from HireRight and/or other consumer reporting agencies.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment; if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents; law enforcement and all other federal state and local agencies, learning institutions (including public and private schools, colleges and universities), testing agencies, information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the County.

Applicant Last Name _____ First _____ Middle _____

Applicant Signature _____ Date _____

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W, Washington DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment - or to take another adverse action against you - must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.
- In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For Information about your Federal rights contact:

SIGNATURE _____

DATE _____