
Self-Screening Questionnaire

PUBLIC SAFETY TELECOMMUNICATOR POSITION

The following requirements need to be understood by all candidates for this position. Please carefully consider your answer to each question.

The Self-Screening Questionnaire is for **your** use in determining whether you are making the correct decision in applying for the job of Public Safety Telecommunicator at Loudon County E911.

You do not need to return the completed Questionnaire.

1. Are you willing and able to work weekends and holidays?

Yes No

2. Are you willing and able to work any shift assigned? (i.e., day, evening, or graveyard)?

Yes No

3. Are you willing to accept last minute changes in your work schedule that might require you to cancel personal plans?

Yes No

4. Are you willing and able to work emergency call- in overtime?

Yes No

5. Are you willing and able to be subjected to occasional abusive and profane language from callers?

Yes No

6. Are you willing to take directions and corrections from a supervisor in front of your peers?

Yes No

7. There may be times when you are required to forego breaks due to understaffing or shift activity. Are you willing to give up breaks if necessary?

Yes No

8. Are you willing and able to remain at the same workstation (seated or standing) for extended periods of time?

Yes No

9. Are you willing to read and study several hundred pages of manuals, complete assignments and take written tests during your training period?

Yes No

10. Are you able to understand and accept when you process a call incorrectly it could contribute to someone's property being lost or damaged, or someone being seriously injured or dying?

Yes No

11. Are you willing to accept close supervision and daily critique of your work performance during the on-the-job training period?

Yes No

12. Are you willing and able to deal calmly and respectfully with angry people when the problem is not your fault?

Yes No

13. Are you willing and able to handle workloads that may change dramatically during the course of the shift (e.g., periods of high activity, followed by periods of low activity)?

Yes No

14. If you smoke, are you willing to go without a cigarette for an entire shift if necessary, or smoke only during scheduled breaks or lunch periods?

Yes No

15. Are you willing to work under constant electronic surveillance of all your telephone and radio messages?

Yes No

16. Are you willing to accept that you typically will not know the final outcome of a call for service?

Yes No

**IF YOU ANSWERED NO TO ANY OF THE ABOVE QUESTIONS,
PLEASE RECONSIDER APPLYING FOR THIS POSITION.**

Below are state requirements to be a Public Safety Dispatcher. The Loudon County E-911 Center has further requirements which will be received in the training cycle.

Requirements for public safety dispatchers:

(a) Regardless of agency or governmental jurisdiction, each 911 or public safety dispatcher who receives an initial 911 call from the public or other emergency aid request by telephone or radio is subject to the training and course of study requirements established by the emergency communications board established by § 7-86-302.

(b) The emergency communications board established by § 7-86-302 is the sole authority to implement this section.

(c) Except as provided in subsection (e), beginning July 1, 2000, all public safety dispatchers who receive requests for emergency aid by telephone or radio, or who dispatch emergency aid resources by radio or other telecommunication device shall have successfully completed a course of study approved by the committee created pursuant to § 58-2-201 [repealed].

(d) Except as provided in subsection (f), in addition to the requirements of subsection (c), any such person shall:

(1) Be at least eighteen (18) years of age;

(2) Be a citizen of the United States;

(3) Be a high school graduate or possess equivalency;

(4) Not have been convicted or pleaded guilty to or entered a plea of nolo contendere to any felony charge or to any violation of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling, liquor or controlled substances;

(5) Not have been released or discharged under other than an honorable or medical discharge from any of the armed forces of the United States;

(6) Have such person's fingerprints on file with the Tennessee bureau of investigation;

(7) Have passed a physical examination by a licensed physician; and

(8) Have a good moral character as determined by a thorough investigation conducted by the employing agency.

(e) All public safety dispatchers subject to the provisions of this section employed after July 1, 2000, shall have six (6) months from the date of their employment to comply with the provisions of this section.

(f) Notwithstanding other provisions of law to the contrary, the law in effect prior to May 1, 1994, relative to public safety dispatchers shall apply to any person who had more than five (5) years of continuous employment as a public safety dispatcher on May 1, 1994.

APPLICATION FOR EMPLOYMENT

LOUDON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, RELIGION, NATIONAL ORIGIN, AGE, DISABILITY OR VETERAN STATUS IN EMPLOYMENT OPPORTUNITIES AND BENEFITS.

PURSUANT TO THE TENNESSEE NON-SMOKER PROTECTION ACT, LOUDON COUNTY IS A SMOKE-FREE WORK ENVIRONMENT.

Overview of the hiring and employment process: This Application is but one part of the hiring and employment process. Other parts may include an interview, an employment examination or test, and a demonstration of an ability to perform the essential functions of the job. If you need an accommodation in order to complete any part of the hiring and employment process, including this application, please call the following number: (865) 458-2722.

- Loudon County reserves the right to check all information provided for accuracy and completeness.
-All applications for employment are a matter of public record.

GENERAL INFORMATION

Date: Position Desired:

Are You Applying For: Fulltime Part-time Seasonal

If Part Time, What Days/Hours Are You Available:

Have You Applied With Loudon County Before? (circle) yes no

Have You Been Employed by Loudon County Before? (circle) yes no

PERSONAL INFORMATION

Your Name: Last First Middle

Phone #: Home: Business:

Address: Number Street

City State Zip Code

Do You Have A Legal Right To Work In The U.S.? (circle) yes no

Are Your Over The Age of 18? (circle) yes no

Have You Ever Been Convicted of a Crime Other Than a Minor Traffic Violation? (circle) yes no

Are You Required to Register in Any Jurisdiction as a Sex Offender? yes no

Applicants for positions with Loudon County's Juvenile Service and Detention Center must disclose all pending criminal charges of any kind. If you have pending criminal charges in any jurisdiction, give details.

If the answer to any of the above criminal history questions is yes, please give a complete explanation of the circumstances and reason(s) why your employment is appropriate in spite of the conviction (and if applicable, the charge).

PERSONAL INFORMATION (Cont'd)

(Note: A prior record of criminal conviction does not always operate as an automatic bar to employment for all positions.)

(Note also: Providing false criminal or administrative investigatory information in connection with an application for certain positions may subject you to criminal prosecution.)

Have You Ever Been Discharged, Fired or Terminated From
Any Position For Reasons Other Than Lack of Work? (circle) yes no

If Yes, Please Explain: _____

EDUCATION AND TRAINING

High School Attended: _____

City _____ State _____

Do You Have A High School Diploma? (circle) yes no

Please List Other Education You Have Received:

College/University/ Trade or Business Schools Attended	City/State	Degree Earned? Type Degree	Major Area of Study

List Other Training Received (special courses, work training programs, armed forces training, etc.).

List Special Qualifications and Skills (licenses, skills with machines, patents or inventions, publications, etc.).

Are you able to perform the essential functions of the job for which you've applied (note: you may later be asked to demonstrate your ability to perform the essential functions)?

_____ Yes, but I will need reasonable accommodations in order to perform the essential functions
(If yes, please describe below).

_____ Yes, and I will not need reasonable accommodations in order to perform the essential functions.

Please describe any accommodations you will need in order to adequately perform the essential functions of the position:

REFERENCES

Please list three or four persons, other than relatives or former employers who have knowledge of your character and/or abilities:

Name	Mailing Address	Years Known	Phone

PRIOR EMPLOYMENT RECORD

List Below All Present and Past Employment Information and/or Substantive Volunteer Work:

Name and Address of Current or Most Recent Employer: _____

Phone Number: _____

Your Supervisor: _____

Your Job Title/Responsibilities: _____

Date Hired: _____ Date Left: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

May we contact this employer?: (circle) yes no

Name and Address of Current or Most Recent Employer: _____

Phone Number: _____

Your Supervisor: _____

Your Job Title/Responsibilities: _____

Date Hired: _____ Date Left: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

May we contact this employer?: (circle) yes no

Name and Address of Current or Most Recent Employer: _____

Phone Number: _____

Your Supervisor: _____

Your Job Title/Responsibilities: _____

Date Hired: _____ Date Left: _____

Reason for Leaving: _____

Starting Salary: _____ Ending Salary: _____

May we contact this employer?: (circle) yes no

***** IMPORTANT - READ CAREFULLY BEFORE SIGNING *****

In consideration of my hire and, if hired, of my continued employment, I agree that any claim or lawsuit relating to or arising out of my employment with Loudon County must be filed no more than 180 days after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitations to the contrary. I agree that claims based upon repeated or multiple occurrences of the same conduct (e.g., pay issues) do not extend the deadline established in this paragraph.

Applicant Signature

Date

***** IMPORTANT*****

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 understand that falsified information or significant omissions may disqualify me and my application from further consideration for employment and may be considered justification for termination if discovered at a later date.

I waive any right of privilege, privacy, and/or confidentiality I may have in the information provided by references or others whom I have indicated may be contacted.

Applicant Signature

Date