CITY OF ARCATA
AFFIRMATIVE ACTION - EQUAL OPPORTUNITY SURVEY

The following information is being collected for research purposes only, to determine the effectiveness of the City's Affirmative Action/Equal Opportunity Program. Your cooperation in answering these questions completely and accurately is appreciated. Completion of this form is voluntary. Data collected will not affect employment decisions and is not part of your application for employment or your personnel file, if hired.

Position Applied For: _____**DISPATCHER/SENIOR DISPATCHER**_____

How did you hear about this position? (Circle One)

☐ Newspaper (specify) _____ ☐ Job Announcement

☐ Employment Development Dept. ☐ Friend ☐ Other (specify) _____

Gender: ☐ Male ☐ Female

Check if any of the following are applicable:

☐ **Military:** *A military veteran; a widow or widower of a veteran; or a spouse of a 100% disabled veteran.*

☐ **Disabled:** *A person with a disability is an individual who: (1) has a physical or mental impairment or medical condition that limits one or more life activities, such as walking, speaking, breathing, performing manual tasks, seeing, hearing, learning, caring for oneself or working; (2) has a record or history of such impairment or medical condition; or (3) is regarded has having such an impairment or medical condition.*

Check one of the following ethnic groups:

☐ **American Indian or Alaskan Native:** *Persons having origins in any of the tribal peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.*

☐ **Black:** *Persons having origins in any of the black racial groups of Africa.*

☐ **Hispanic:** *Persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.*

☐ **Asian:** *Persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes China, Japan and Korea.*

☐ **Pacific Islander:** *Persons having origins in the Pacific Islands, such as Samoa.*

☐ **Filipino:** *Persons having origins in any of the original peoples of the phillippine Islands.*

☐ **White:** *Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.*

☐ **Other (specify):** _____

Position Applied For:

DISPATCHER/SENIOR DISPATCHER

PERSONNEL USE ONLY

Applicant No._____

EMPLOYMENT APPLICATION

Last Name	First Name		MI
Address	City/State	Zip	Telephone
Social Security Number	Driver License Number	Class	Email Address
If under eighteen years of age, can you, after an offer of employment, submit a work permit? ( ) Yes ( ) No			Can you, after an offer of employment, submit verification of your legal right to work in the United States? ( ) Yes ( ) No

EMPLOYMENT HISTORY

List any jobs you have held in the last ten years, starting with the most recent. Also include any RELATED work experience that is older than ten years. Include military and voluntary experience. (Please use additional sheets if necessary.) Your application packet will be rejected if you write, "see resume".

Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	
Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	
Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	

Employer's Name		Position Title:
Address/City/State/Zip		Describe Your Duties:
Telephone		
Supervisor		
Starting Date	Final Date	Reason for Leaving
Final Salary	Hours per week:	

Continue employment history on separate sheet/s of paper if necessary.

EDUCATION AND TRAINING

School	Name and Location of School	Course of Study	# of Years Completed	Degree/Diploma Received
High School				
College				

Licenses/Certificates	Issue/Expiration Dates	Issuer of License	Number if Applicable

1. Have you ever been employed by the City of Arcata: _____ Yes _____ No

From _____ to_____ Department _____

2. Are you related to anyone currently employed by the City of Arcata? _____ Yes _____ No

Name _____ Department _____ Relationship _____

3. Have you ever been discharged or asked to resign from any position? _____ Yes _____ No

Name of Employer _____

4. Have you ever been convicted (including a plea of guilty or no contest which resulted in a criminal conviction) of a crime? (Exclude misdemeanor convictions for marijuana-related offenses more than two years old; notwithstanding any of the preceding, you should not disclose convictions that are over two years old as of the date you complete this application for violation of Health and Safety Code Sections 11357, 11360, 11364, 11365, or 11550, as those statues related to marijuana prior to January 1, 1976 or a statutory predecessor to those statues). _____ Yes _____ No

If Yes, briefly describe the nature of the crime(s), the date and the place of convictions(s), the case number, and the legal disposition of the case(s):

_____

_____

The City will not deny employment to any applicant solely because the person has been convicted of a crime. The City, however, may consider the nature, date, and circumstances of the offense as well as whether the offense is relevant to the duties of the position.

Applicant Certification Please Read Carefully –(*If not signed, this application may be rejected)*

I certify under penalty of perjury that the information I have provided in this application is true and complete to the best of my knowledge. I further understand that any false, incomplete, or incorrect statements may result in my disqualification from the examination process or dismissal from employment with the City of Arcata. I understand that the City will investigate all information contained in this application and I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to the City of Arcata during the course of that investigation. As a condition of employment I agree to sign an oath as specified in Article XX, Section 3 of the California Constitution and Government Code Section 3100 et. Seq., to be fingerprinted, and to submit to a medical examination by a physician (which may include a pre-employment drug test) of the City's choosing, if required for the position for which I am applying.

If employed on an hourly part time, seasonal or temporary basis, the undersigned will be considered an at-will employee and will be free to resign at any time for any reason, the City similarly retains the right to terminate undersigned's employment at- will. No City representative has the authority to make any agreement to the contrary.

_____ _____

Signature Date

City of Arcata
Dispatcher/Senior Dispatcher
Supplemental Application

Name:_____ Date:_____

1. **Have you previously applied for this particular position with the City of Arcata?**
   ☐ YES Date: _____ ☐ NO

2. **The following are requirements of the Dispatcher/Senior Dispatcher position. Please indicate if you are willing and available to work under the following conditions:**

	Yes	No
Work weekends		
Work holidays		
Work variable shift work		
Work days		
Work nights		
Work overtime		
Work overtime on short notice		
Work alone		

3. **I am requesting to be considered as a Lateral candidate by verifying I meet the following criteria:**

   ☐ I successfully completed the POST Basic Dispatch Academy.
   Academy attended:_____ Graduation date:_____

   ☐ I have successfully completed a probationary period as an emergency communications dispatcher at a POST recognized law enforcement agency. Agency:_____
   Date probation completed:_____

   *Lateral Dispatcher or Lateral Senior Dispatcher status will be determined by the Department.

   NOTE: If you are applying as a Lateral candidate, please speak with a Personnel representative.

4. _____ Yes, I will be attending the POST Entry-level Dispatcher Test scheduled at 9:00 a.m., Thursday, August 9th, 2012.

   _____ No, I will not be attending the August 9th test but have attached written documentation verifying a T-Score of at least 55 from a POST Entry-level Dispatcher test I have taken within the last 12 months.

For applications turned in after July 27, 2012 please acknowledge:

_____ I understand my application is being kept on file and should an appointment not be made from the eligibility list established from the 8/9/12 testing date, the City **may** decide to conduct additional testing with the applications filed after 7/27/12. I will be notified **if** the City conducts additional testing. If I do not end up testing at all for this particular recruitment, either at the City of Arcata or another testing agency, my application will not be kept on file for future recruitment and I will be required to re-apply.

July 13, 2012

RE: DISPATCHER/SENIOR DISPATCHER RECRUTMENT – **REQUIRED TESTING**

Dear Candidate:

Thank you for your interest in the position of Dispatcher/Senior Dispatcher for the City of Arcata. You are invited to test for this position on **Thursday, August 9th, 2012**. The examination will be administered beginning at **9:00 a.m. at the D Street Neighborhood Center, 1301 D Street, Arcata** (see map on reverse). You will need to allow approximately 3 1/2 hours for this examination.

Report, no earlier than ten (10) minutes before the scheduled examination time, to the main entrance of the building. Signs will be posted. Please wait outside these doors until called into the testing room. Once called inside, you will be required to show your picture I.D. Late candidates will not be admitted to the testing.

To confirm your attendance, complete question #4 of the supplemental application and return the completed application packet no later than 4:00 p.m., Friday, July 27, 2012.

The examination being administered is a Peace Officer Standards & Training (POST) entry-level public dispatcher test. This examination is designed to measure abilities that are both essential for successful performance of dispatcher duties and necessary for candidates to possess before hire. These abilities fall into four primary areas: verbal ability, reasoning ability, memory ability and perceptual ability. Applicants may view an Examinee Guide at www.post.ca.gov. On the Home page, select the "Hiring" tab at the top of the page; scroll down to select "Dispatchers"; then select "Overview of Public Safety Dispatcher Selection Standards". Under the sub-heading "Written Examination", select "POST Entry-Level Dispatcher Selection Test Battery: Examinee Guide 1996" (second paragraph).

NOTE: *If you have taken the POST Entry Level Dispatcher examination within the last twelve (12) months, you may submit written documentation, on official letterhead, that verifies the agency in which you tested, the date you tested, and your T-Score. You must have a T-Score of at least 55 to be placed on the eligibility list; otherwise, you will need to attend the City of Arcata testing on August 9, 2012 to be included in the first group of candidates.* ***IMPORTANT: POST does not allow applicants to take this test more than once within a 30 day period. If this is the case when you test with us, POST will reject the test when it is submitted for scoring.***

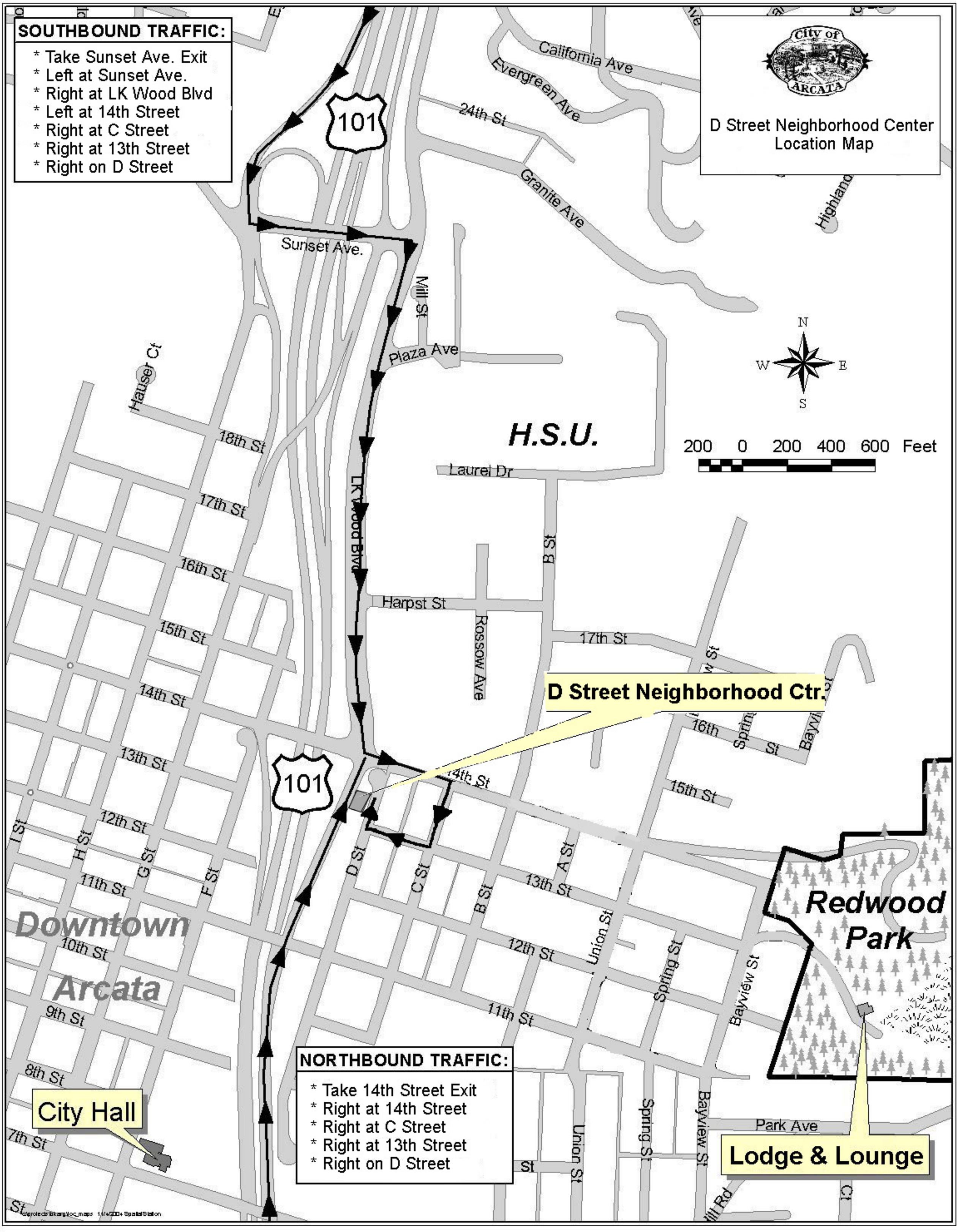
Applicants will receive written test results within two weeks of testing. No results will be given out in person or over the phone. All candidates receiving a passing score will be placed on an eligibility list. The top 3 candidates will continue to the next phase of the selection process, which may include a Police Chief's interview, an extensive background investigation, Voice Stress Analyzer, psychological evaluation, and a complete physical examination. The eligibility list is valid for at least one year. If the current position is not filled from the initial three candidates on the list, additional names from the eligibility list will be forwarded to the department until the vacancy is filled. Should an appointment not be made from the eligibility list established from the 8/9/12 testing date, the City **may** decide to conduct additional testing with the applications filed after July 27th. If you do not end up testing at all for this particular recruitment, either at our agency or another POST testing agency, your application will not be kept on file for future recruitments and you would be required to reapply.

Again, to confirm your attendance, complete question #4 of the supplemental application and return the completed packet no later than 4:00 p.m., Friday, July 27, 2012.

Thank you for your interest in the Dispatcher/Senior Dispatcher position with the City of Arcata. We look forward to seeing you at the initial examination on Thursday, August 9th.

Sincerely,

Danette Demello
Personnel Director


SOUTHBOUND TRAFFIC:
* Take Sunset Ave. Exit
* Left at Sunset Ave.
* Right at LK Wood Blvd
* Left at 14th Street
* Right at C Street
* Right at 13th Street
* Right on D Street
City of ARCATA
D Street Neighborhood Center Location Map
101
California Ave
Evergreen Ave
24th St
Granite Ave
Sunset Ave.
Mill St
Plaza Ave
Hauser Ct
18th St
17th St
16th St
15th St
14th St
13th St
12th St
11th St
10th St
9th St
8th St
7th St
H.S.U.
N
W
E
S
200 0 200 400 600 Feet
Laurel Dr
LK Wood Blvd
B St
Harpst St
Rossow Ave
17th St
D Street Neighborhood Ctr.
16th St
Sprnt St
Bayvi St
14th St
15th St
13th St
12th St
11th St
I St
H St
G St
F St
D St
C St
B St
A St
Union St
Spring St
Bayview St
Redwood Park
Downtown Arcata
City Hall
NORTHBOUND TRAFFIC:
* Take 14th Street Exit
* Right at 14th Street
* Right at C Street
* Right at 13th Street
* Right on D Street
Park Ave
Lodge & Lounge