

**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: _____ **Police Officer** _____

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

- Newspaper (specify) _____ Job Announcement
 Employment Development Dept. Friend Other (specify) _____

Gender: Male Female

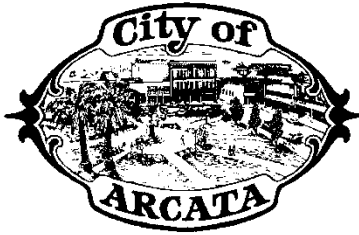
Check if any of the following are applicable:

- 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 as 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.*
- White:** *Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.*
- Other (specify):** _____

Position Applied For:
POLICE OFFICER
POLICE OFFICER TRAINEE



PERSONNEL USE ONLY
 Applicant No. _____

POLICE AND RECREATION 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: after an offer of employment, can you 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.) **This section must be completed. Applications will be rejected if you write, "see resume", "see attached" or anything similar.**

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. Provide information in same format as presented here.

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 of any crime, either misdemeanors or felonies? Yes No (Please omit any juvenile convictions or misdemeanor convictions if records are legally sealed or expunged.)

If "Yes", list when and where each offense occurred and describe each one. A "Yes" answer to this question is not an automatic bar to employment. 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. **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 violations of Health and Safety Code Sections 11357, 11360, 11364, 11365, or 11550, as those statutes related to marijuana prior to January 1, 1976 or a statutory predecessor to those statutes.* _____

Police Applicants: Due to the criminal record background process, these convictions will be reviewed and the exclusions above may not apply to you.

5. a. Are you a California Public Employees Retirement System(CalPERS) retiree? Yes No
 b. If Yes, have you collected unemployment benefits in the preceding twelve (12) months, based on prior temporary employment with a public employer? Yes No

6. a. Have you been employed by another CalPERS-covered employer within the last six months? Yes No
 b. If Yes, have you withdrawn your contributions? Yes No

7. Have you been employed by a CalPERS reciprocal system employer within the last six months? Yes No

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 initial if you are willing and available to work under the following conditions:**

	Yes
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 both of 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 plan to attend the next POST Entry-level Dispatcher Test.

_____ No, I will not be attending the next test date but have attached written documentation verifying a T-Score of at least 48 from a POST Entry-level Dispatcher test I have taken within the last 12 months.

For applications turned in after the next test date please acknowledge:

_____ I understand my application is being kept on file and should the vacancy(cies) not be filled from the eligibility list established from the most recent testing date, the City **may** decide to conduct additional testing with the applications filed after the scheduled test date. 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's and I will be required to re-apply.

Name _____

Please tell us why you want to be a Police Dispatcher, and more specifically, why you want to be a Police Dispatcher with the City of Arcata. Your answer *must be in your own handwriting*, and must be a minimum of 150 words and maximum of 300. You may attach additional sheets if necessary.



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 at a future date **(TBA)**. The examination venue will be announced at a later date prior to the test date. 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, and parking passes will be available at the door upon request.

To confirm your test attendance, complete question #4 of the supplemental application and return the completed application packet as soon as possible to secure a test space. Test reservations are on a first come basis. If you do not reserve a test space ahead of time but wish to test, you will be on a stand-by basis the morning of the test if any cancellations occur. Standbys will be granted to those present the morning of the test, and in the order of which applications are received.

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. A minimum T-Score of 55 is preferred; however a score of 48 or above will be placed onto the City's eligibility list. A score below 48 will not be placed on the City of Arcata eligibility list. If you do NOT currently hold a valid T-Score, you must attend a POST Entry Level Dispatcher Examination to be included in the next 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 test results approximately two weeks after testing. No results will be given out in person or over the phone. Candidates receiving a passing score will proceed to the application screening process which determines placement on the eligibility list ranked by order of test scores. The top half of candidates on the eligibility list will be the first group to continue to the next phase of the selection process, which includes 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 vacant position/s is/are not filled from the initial group of candidates on the list, additional names from the eligibility list will be forwarded to the department until the vacant position/s is/are filled.

APPLICATIONS SUBMITTED AFTER NEXT TEST DATE:

Should an appointment not be made from the eligibility list established from the March test date, the City of Arcata may decide to conduct additional testing with applications submitted after the March test date. If an additional examination is scheduled or the recruitment is closed, you will be notified if you have an application on file.

Applications for this position are currently being accepted on an ongoing basis. Please refer to the City website or contact this office for any possible future test dates offered by the City.

Again, to confirm your attendance for the next examination, complete question #4 of the supplemental application and return the completed packet as soon as possible to secure a test slot.

Thank you again for your interest in the Dispatcher/Senior Dispatcher position with the City of Arcata. We look forward to seeing you at the next examination date.