

**POLICE RADIO DISPATCHER I
SUPPLEMENTAL INFORMATION SHEET**

Name _____

Instructions: This form is to be completed as part of your application. The information you will provide will be used to determine whether you meet the minimum qualification requirements. Complete this form as accurately and completely as possible. Incomplete information on this supplement may result in the non-acceptance of your application.

Describe your experience accurately and in as much detail as possible. NOTE: In your write-up, avoid using vague and ambiguous terms such as "was responsible for," "researched," "handled," "processed," etc. Instead use specific language which shows clearly the nature of the tasks you performed, and the extent of your involvement.

A RESUME IN LIEU OF THIS SUPPLEMENTAL INFORMATION SHEET WILL NOT BE ACCEPTED.

Please circle the choice which applies to your education and work experience.

1. Do you have a high school diploma or G.E.D.?
a. yes
b. no

2. Did you graduate from an accredited college or university?
a. yes - indicate type of degree obtained _____/major _____
b. no

3. If not, have you attended or are you attending an accredited college or university?
a. yes - indicate courses and credits obtained _____
b. no

MINIMUM QUALIFICATION REQUIREMENTS: This job requires 2 years of radio telephone or telephone switchboard operation, dispatching, public contact or clerical/technical supervisory work experience.

4. Do you have the minimum work experience as described above?
a. yes
b. no

If "yes," describe your work experience, beginning on the next page, which you believe qualifies you to meet the minimum experience requirements.

(continued)

Police Radio Dispatcher I
Supplemental Information Sheet

Name: _____

COMPLETE A SEPARATE FORM FOR EACH EMPLOYER WHERE YOU GAINED THE REQUIRED EXPERIENCE. If you have been employed in more than one related position with the same employer, or if your duties changed significantly within a position, complete a separate form for each position. DUPLICATE THIS FORM OR USE ADDITIONAL SHEETS AS NECESSARY.

A RESUME IN LIEU OF EMPLOYMENT INFORMATION AS REQUESTED BELOW WILL NOT BE ACCEPTED.

I gained the required work experience at the following employer:

Employer _____
Dates of employment - From _____ (mo./yr.) To _____ (mo./yr.)
Reason for leaving _____
Number of hours worked per week (use your best estimate) _____
Your job title _____
Job title of your supervisor _____

For the above position, indicate the percentage of time you spent in each activity.

	<u>% of Time</u>
1. Radio telephone or telephone switchboard operation Describe duties: _____ _____	_____ %
2. Dispatching Describe duties: _____ _____	_____ %
3. Public contact Describe duties: _____ _____	_____ %
4. Clerical/technical supervisory work experience Describe duties: _____ _____	_____ %
5. Other duties Describe: _____ _____	_____ %
TOTAL	100 %

Note: If you are including work experience gained through temporary assignment, please attach written verification from your employer of the total number of hours performed in this task.

I hereby certify that all statements in this form are true and correct, to the best of my knowledge, and I agree and understand that any misstatements of material facts may be cause for non-selection or disqualification, and if selected, may be cause for termination.

I further request and authorize the employer, his agent, and/or contact person named herein, to furnish verification of the statements made herein and/or employment information as may be requested by the Department of Human Resources.

Date _____ Signature _____