

**MONTGOMERY COUNTY**  
**CENTRAL COMMUNICATIONS CENTER**

**9-1-1**  
**POLICE-FIRE-EMS**

**APPLICATION FOR EMPLOYMENT**

**AN EQUAL OPPORTUNITY EMPLOYER**

## INSTRUCTIONS

Please type or print in ink. This application should be filled out in its entirety; failure to answer or complete any question may result in your application being disqualified from further consideration. You must also submit the following documents with your application:

- A copy of your birth certificate
- A copy of your high school diploma or G.E.D. certification, along with a transcript of your grades
- A copy of your military discharge papers, if applicable

Please read and initial the following conditions of employment:

1. I understand and accept that, if I am selected for employment, my employment may be conditioned upon my passing any medical or psychological examination that the employer deems necessary to determine whether I can perform the essential functions of the position, with reasonable accommodation when necessary. I understand and accept that this may include drug, alcohol, or substance abuse testing.

Initials \_\_\_\_\_

2. I understand and accept that, if I am selected to continue in the hiring process, that I must submit to, and successfully pass a lie detection examination.

Initials \_\_\_\_\_

**3. I understand and accept that, if offered employment, I may be required to work any of the scheduled shifts, including weekends and holidays, and be on call and work mandatory overtime hours.**

**Initials \_\_\_\_\_**

**4. I understand and accept that this employer requires a high degree of integrity and confidentiality of its employees. I also understand and accept that the various law enforcement, fire, and emergency medical services and informational agencies that exchange information and data with this employer require that the employer's employees do not have a past record of unlawful activities. Therefore, I understand and accept that it will be necessary for the employer to investigate my background for any criminal or unlawful activity.**

**Initials \_\_\_\_\_**

**5. I hereby authorize the employers, schools, and personal references named in my application to provide information regarding me to the employer. I further authorize the release of personnel, academic, and other records to the employer.**

**Initials \_\_\_\_\_**

**I certify there are no omissions or misrepresentations in the statements, answers, and documents provided. This application has been filled out correctly and completed to the best of my knowledge without deception. I understand that any intentional falsification within this application will disqualify me for further consideration of employment with the Montgomery County Central Communications Center.**

**Printed Name: \_\_\_\_\_**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

## APPLICATION FOR EMPLOYMENT

### Personal

Name: \_\_\_\_\_  
                    Last                                    First                                    Middle

Preferred Name: \_\_\_\_\_

Maiden/Alias (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_  
                    Street                                    City                                    State                    Zip

Telephone: \_\_\_\_\_  
                    Daytime                                    Evening

Preferred Number and Best Time to Call: \_\_\_\_\_

Email Address: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_      D.O.B.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Operator's License Number: \_\_\_\_\_      State: \_\_\_\_\_

Have you ever been arrested for a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested for a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been convicted of a misdemeanor? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Education**

Do you have a high school diploma or G.E.D.? Yes \_\_\_\_\_ No \_\_\_\_\_

High School: \_\_\_\_\_  
Name of School City State

Did you attend/or are you attending college? Yes \_\_\_\_\_ No \_\_\_\_\_

College: \_\_\_\_\_  
Name of School City State

Credit Hours Earned: \_\_\_\_\_ Type of Degree/Major: \_\_\_\_\_

List any additional schooling, training, certifications, and/or special skills: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you serve in the military? Yes \_\_\_\_\_ No \_\_\_\_\_

Branch of Service: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Supervisor: \_\_\_\_\_ Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Dates of Service: \_\_\_\_\_

Duty Description: \_\_\_\_\_

Type of Discharge: \_\_\_\_\_







Dates of Employment: \_\_\_\_\_

Job Description: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Have you ever been dismissed or asked to resign from a position of employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

May we contact your employers/or military? Yes \_\_\_\_\_ No \_\_\_\_\_

**References**

Please list 3 references not related to you and not a previous employer:

1 - Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Relationship to reference: \_\_\_\_\_

2 - Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Relationship to reference: \_\_\_\_\_

3 - Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Relationship to reference: \_\_\_\_\_