

Please describe additional skills, training, or ability you would like us to consider in evaluating your qualifications. This may include computer software package experience, licenses or certifications, customer service experience, heavy equipment experience, technical training, etc.:

Four horizontal lines for providing additional skills, training, or ability.

Can you work overtime? Yes _____ No _____

FORMER EMPLOYERS List last four employers, starting with current employer. Information must be completed below.

Form with four numbered sections (1-4) for former employers. Each section includes fields for: Place of Employment, Address, Phone, Supervisor, Job Title, Rate of Pay, Duties, Dates of Employment, and Reason for leaving.

PROFESSIONAL REFERENCES Give the names of three persons, two who you have worked with professionally or educationally, that you have known at least one year.

1. Name _____	Occupation _____
Email _____	Relation _____
Phone _____	Years Acquainted _____
2. Name _____	Occupation _____
Email _____	Relation _____
Phone _____	Years Acquainted _____
3. Name _____	Occupation _____
Email _____	Relation _____
Phone _____	Years Acquainted _____

Are you able, with or without accommodation, to perform all of the essential functions of the job for which you are applying? Yes _____ No _____

U. S. MILITARY SERVICE

Do you claim Veterans' Preference? Yes _____ No _____

If yes, attach form DD214 with completed application.

Dates of Service: From _____ To _____ Branch _____

Rank and Principal Duties _____

Type of Discharge _____

ADDITIONAL

Are you a United States citizen? Yes _____ No _____

If not, are you an alien lawfully authorized to work in the United States? Yes _____ No _____

Have you been convicted of a felony or misdemeanor? Yes _____ No _____

Conviction will not necessarily disqualify you from employment.

If "yes," please explain _____

Commercial Driver's License (CDL) designation: Yes _____ No _____

I understand that any false answer, statement, or representation made by me in this application shall constitute sufficient cause for discharge. I also understand that nothing contained in this employment application or granting of an interview is intended to create an employment contract between the Township and myself for either employment or for the granting of benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Township unless made in writing. If an employment relationship is established, I understand and agree that it is not for a definite period of time and that I have the right to terminate my employment at any time and that the Township retains a similar right.

I understand that, if accepted for employment, it is necessary to abide by the rules and policies of the Township.

Date: _____ Signature: _____

Please answer the following question in 75 words or less in your own handwriting:

"What value will you bring to Montgomery Township?"

The Montgomery Township Police Department wishes to announce the job posting for the position of RECRUIT DISPATCHER.

GENERAL POSITION DESCRIPTION: Answers telephone calls to the Police Department, sends and receives messages for police personnel via telephone, radio, and other telecommunications media. This position requires excellent communication skills when interacting with the public, uniformed officers, and all departments within the Township.

ESSENTIAL JOB FUNCTIONS: Receives and records information for public service calls on a computer aided records management system. Employees in this position must have the ability to communicate over two way law enforcement radio channels in order to dispatch general and emergency calls to police personnel on patrol. Accesses various criminal justice databases to input and retrieve criminal and vehicular information. Compiles and files reports and logs. Monitors prisoners held in detention cells via closed circuit television; monitors radio frequencies of surrounding municipalities. Employee performs general clerical tasks such as typing, filing and report writing. Employee must have the ability to assist sworn officers in searching prisoners. Effectively and coherently communicate over law enforcement radio channels while dispatching radio communications. Employee must be able to cope with negative interactions when confronted with the hostile views and opinions of suspects or other people that may be experienced during any encounter. Frequent interactions with the public; receives monies from public and provides receipt, communicates with people, including juveniles, by giving information and directions, advising of rights and processes. Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits, property receipts and warrants. Employee must exercise independent judgment in determining priority of dispatching of radio calls. Employee shall perform other duties as assigned.

JOB STANDARDS: Minimum qualifications needed to perform essential functions include the ability to react calmly and think rationally in emergency situations. Make decisions quickly. Communicate effectively in a clear speaking voice. Withstand highly stressful work environment. Must be able to read, write and speak the English language fluently. Basic clerical skills such as typing, filing, use of office equipment, multi-tasking, sit continuously, repetitive fine manipulation, bend, lift, carry up to 35 lbs., and reach at shoulder level.

EDUCATION, EXPERIENCE AND TRAINING: Applicants must be of the highest caliber. A High School Diploma and valid Pennsylvania Operator's license is required. General dispatching experience not required. Applicant must have both a positive employment and financial history with no criminal convictions.

NECESSARY SPECIAL REQUIREMENTS: Candidates must be willing and able to work various shifts including nights, weekends, and holidays.

COMPENSATION: Starting hourly wage \$18.00. Additional benefits include: 401A or 457 program, dental, prescription, vision, medical, paid vacation, and uniforms.

Montgomery Township is an Equal Employment Opportunity Employer.