

MECCA 9-1-1 Telecommunicator Application

Name:

Date:

The main objective of a MECCA Telecommunicator is to receive requests for help and/or assistance, no matter how great or slight, and determine which public service agency shall be utilized to provide the assistance. It must be realized that any of the requests received have the possibility of being a life-threatening situation. A Telecommunicator must:

- Have the ability to express thoughts concisely and meaningfully with an effective speaking voice, good diction, good telephone and radio etiquette, and writing when necessary;
- Have the ability to deal tactfully, courteously, and skillfully with the human relation aspect and with other problems which may arise involving communication center personnel, public safety agency personnel, and the general public;
- Have the ability to think and act quickly and effectively in emergency situations, and, when necessary, handle several communications simultaneously, yet function with accuracy, speed, and emotional control;
- Have the ability to work in a tobacco-free environment at a full-time position (40 hours/week in an invariable shift assignment selected yearly by seniority) in close quarters with infrequent breaks, and sometimes long and strenuous hours.

The position for which you are applying will expose you to information that, by requirement of state and federal law, must be kept strictly confidential. For this reason, applicants must be willing to submit to a complete background investigation for consideration of employment. Before hiring you will be required to read and sign a privacy act statement.

Once you have completed the application packet, please return in person or via mail to:

MECCA 9-1-1
Attn: Human Resources
74 Vandervort Dr.
Morgantown, WV 26505

There are two pre-employment phases you must successfully complete to be placed on the list of eligible applicants from which MECCA 9-1-1 administration hires new telecommunicators:

Phase 1: A computer based test consisting of spelling, number recognition, map reading, concentration, dexterity, and judgment and other skills, as well as the ability to type at least 20 errorless words per minute.

Phase 2: An in-person interview with the 9-1-1 Director, Communications Officer, and a Shift Supervisor or Staff Senior Telecommunicator.

You will notified by telephone or mail once a testing date has been determined. In the interim should you have any questions, please feel free to contact MECCA 9-1-1 administration at 304.598.0301. Thank you for your interest in becoming MECCA 9-1-1's next Telecommunicator!

MECCA 9-1-1 Telecommunicator Application Applicant Data Sheet

Full Name: _____
Last
First
Middle

Address: _____
Street Address
Apartment

City
State
Zip

Address(es) from previous five (5) years with dates:

Telephone: (_____) _____ - _____ Home Work Mobile Other _____

Date of Birth: ____/____/____ Social Security Number: _____ - _____ - _____

Date you can begin work: ____/____/____

Please circle an answer to the following questions:

1	Are you a U.S. citizen?	Yes	No
2	Are you a U.S. veteran?	Yes	No
3	Are you a member of the National Guard Reserve?	Yes	No
4	Have you ever filed an application with Monongalia County?	Yes	No
	If yes, date of application:		
5	Have you ever been employed with Monongalia County?	Yes	No
	If yes, dates of employment:		

If you answer yes to any of these questions, please provide details on the reverse of the page. A yes answer does not automatically disqualify you from employment.

6	Have you ever been discharged or asked to willfully resign?	Yes	No
7	Have you ever been convicted of a crime?	Yes	No
	(Excludes minor traffic violations)		
8	Do you have any health problems or physical handicaps which may prevent you from adequately performing the duties of the position?	Yes	No
9	Do you object to inquiry of your present employer regarding your character, work record, abilities, or qualifications?	Yes	No
10	Are you on lay-off and subject to recall?	Yes	No

Education History

Highest Grade Completed: _____

High School

Name: _____

Address: _____

Certification: _____

College

Name: _____

Address: _____

Certification: _____

Business/Vocational

Name: _____

Address: _____

Certification: _____

Additional Training/Military Experience

Name: _____

Address: _____

Certification: _____

Additional Skills:

Licenses:

Certifications:

Work History

Employer: _____ Telephone (____) ____ - ____

Address: _____

Business Type: _____

Employment Dates: From: ____/____/____ To: ____/____/____

Immediate Supervisor: _____

Job Title: _____ Final Pay: _____

Reason for Leaving: _____

Duties Performed: _____

Employer: _____ Telephone (____) ____ - ____

Address: _____

Business Type: _____

Employment Dates: From: ____/____/____ To: ____/____/____

Immediate Supervisor: _____

Job Title: _____ Final Pay: _____

Reason for Leaving: _____

Duties Performed: _____

Employer: _____ Telephone (____) ____ - ____

Address: _____

Business Type: _____

Employment Dates: From: ____/____/____ To: ____/____/____

Immediate Supervisor: _____

Job Title: _____ Final Pay: _____

Reason for Leaving: _____

Duties Performed: _____

Employer: _____ Telephone (____) ____ - ____

Address: _____

Business Type: _____

Employment Dates: From: ____/____/____ To: ____/____/____

Immediate Supervisor: _____

Job Title: _____ Final Pay: _____

Reason for Leaving: _____

Duties Performed: _____
