



October 28, 2020

We are pleased to learn of your interest in the position of Emergency Dispatcher / Assistant Telecommunication Supervisor for the City of Levelland. This department involves working as an emergency dispatcher and a lead or assistant supervisor in a department of 8.5 FTE hourly employees who routinely perform tasks such as providing appropriate response to complaints and emergency situations by dispatching emergency personnel. This is accomplished by providing radio and telephone communications for the City and other surrounding communities, receiving emergency calls or complaints, dispatching officers from the appropriate agency and overseeing employees. Other duties may include maintaining data for municipal, county and federal courts, supervising other dispatchers, monitoring alarms, providing office support and interfacing with other City employees and citizens.

In the City of Levelland, the Emergency Dispatcher / Assistant Telecommunication Supervisor is a working Emergency Dispatcher professional reporting to the Telecommunication Supervisor while working closely with other staff. A full job description and employment packet can be found on our website at [www.levellandtexas.org/jobs](http://www.levellandtexas.org/jobs) or under the Job Opportunities button.

Every applicant wishing to be considered for this position must complete and submit the following forms from the application packet:

- Job Application form completed and signed. Do not put “please see resume”, etc. on your application.
- Professional Resume with references (references will NOT be contacted until you provide written permission).
- Job Description with required reasonable accommodations identified, reviewed, completed and signed.
- Affirmative Action Questionnaire (voluntary)

Please note: checks on references, driving record, credit history, and/or criminal history will only be done for finalists and will require the completion of a separate authorization form at that time. A pre-employment drug test and pre-employment physical is also required of the selected candidate.

While the Job Description provides the minimum qualifications required for the position, we are seeking candidates that exceed these requirements. We are looking for an individual that is professional, outgoing, self motivated, hard working, family oriented and committed to providing our citizens and City staff exceptional service. The successful candidate will be a person of integrity who will be a community leader and who maintains this professional attitude both on and off the job.

The purpose of this position is to ensure for a safe and healthy community for all residents, guests and visitors by displaying fair and consistent service oriented assistance to all calls and reports and coordinating work assignments. This is accomplished by effective communication with respect and care and concern for the concerned party, positive supervision of staff, team player mentality and practice. Other duties may include overseeing or assisting with other departments as needed, assisting with building and equipment maintenance, maintaining records and interfacing with other employees and citizens, and other administrative duties within the department. This position provides support and direction to 6 full-time employees and additional part time employee(s) as needed.

Qualifications/Requirements: Although not required, an Associates degree from an accredited college/university in Business, Administrative Support, or closely related field is desired and preference will be given to applicants who have the desired post high school education. Relevant experience may serve as a substitute for the education requirement. Minimum requirement is at least two years of recent, relevant and consecutive experience in law enforcement communications. Relevant formal education may serve as a substitute for the

experience requirement. Also required is a valid Texas driver's license and a driving record which meets the City's current liability insurance requirements. Additionally, qualified candidates must have an Intermediate Telecommunicator License.

As a law enforcement department employee, the successful candidate will be required to live within a 15 minute drive of the City of Levelland telecommunication office location. Any employee that does not live in the City limits must be able to respond to their duty station in case of an emergency within fifteen (15) minutes. The City Manager may waive this requirement on an as-needed basis to meet a critical business need for the City. Starting hourly wage is anticipated to be in the \$20.92 per hour range depending on education, relevant certification/licensure, knowledge, and experience. Benefits provided by the City of Levelland include health/dental/vision insurance through TML Health, retirement through TMRS, and paid vacation, sick and holiday leave. Additional supplemental insurance plans are available as well. Employee bears full cost for supplemental plans.

If you are interested in applying for this position, please submit a completed application packet to Melissa Fields-Allgeyer, Human Resource Director at the address below. Your application packet can be sent via mail, by email to [mfieldsallgeyer@levellandtexas.org](mailto:mfieldsallgeyer@levellandtexas.org), in person or through fax at the number listed below. Applications will be accepted until the position is filled.

## **The Community**

Levelland is a thriving community of approximately 14,000 residents and is ideally located on the South Plains of west Texas, just 25 minutes west of Lubbock, and 45 minutes from the Lubbock International Airport. Situated at the crossroads of US Highway 385 and State Highway 114, Levelland is the county seat of Hockley County and is one of the top 10 petroleum and agriculture producing counties in the state. Oil and agriculture drive the Levelland economy.

The "City of Mosaics," Levelland features several public buildings with large outdoor mosaics and the community enjoys a rich culture of arts, music, and education. The city is home to South Plains College, a top-tier, two-year community college with a full-time enrollment of more than 9,000 students. South Plains College serves a 15-county area with innovative educational, vocational, and technical programs.

The semi-arid climate with daily average temperatures 73.5 degrees means it is pleasant year-round for residents and visitors to participant in a full calendar of family-friendly outdoor events. The Mallet Event Center and Arena, completed in 2012, is a \$15 million facility that hosts many community and regional events, banquets, and exhibits. A \$5.5 million recreational facility and multi-purpose youth sports complex, the Levelland-Oxy Sports Complex, was opened in April 2015 and quickly became a destination for baseball and soccer on the South Plains.

Additionally, the City of Levelland boasts ten outdoor parks, an amphitheater, outdoor pool, civic center, a 9-hole disc golf course, tennis and volleyball courts, and a lighted skate park. The Parks Department has made great strides in recent years as a result of a Park Plan that was created, approved and implemented by the City in 2010. As a result, virtually all of the City's 10 neighborhood parks have received new playground equipment, pavilions and basketball facilities. In 2017 a task force was created to develop a plan for the 100+ acre Levelland City Park. A master plan for this community park was adopted last year.

Levelland Country Club members enjoy a 9-hole golf course and several other quality courses are available within an hour's drive. For ski enthusiasts, Levelland is just three hours from New Mexico, and six hours from the Colorado border.

Shopping and entertainment opportunities abound in the area. Levelland is an active and successful member of the Texas Main Street program with excellent shopping downtown as well as in the more modern shopping areas in town. Entertainment is found in special events held at the historic Wallace Theater, theatrical and musical performances by the Creative Arts Department of South Plains College, and live music venues such as the downtown Trilogy wine tasting room.

Additionally, only a short 25 minute drive from Levelland, the popular South Plains Mall in Lubbock has recently completed interior and exterior updates and draws shoppers to the area from 100 miles in all directions. Also available in Lubbock are four multi-screen movie theaters, a 3-screen drive-in movie theater, five museums, restaurants and clubs which feature live performances, theatrical and music performances from Texas Tech University, and an amusement park.

Residents of Levelland are served by Covenant Hospital Levelland, affiliated with Covenant Health Systems, a full-service acute care facility. The hospital is a Community Value Leadership Award Five Star Winner. Covenant Hospital System of Levelland also includes several full-service clinics offering a wide range of preventative and general health care services. Major employers in the city include South Plains College, Levelland Independent School District (LISD), and Covenant Hospital Levelland.

For the convenience of individual and corporate private plane owners, the Levelland Municipal Airport has a 6,000-foot runway and serves the area with fully equipped general aviation facilities.

Providing quality education to the community, Levelland Independent School District (LISD), comprised of an Academic Beginnings Center, three primary schools, two middle schools, and a high school, has an enrollment of 3,156 students in grades Pre-K through 12. Graduates of LISD routinely exceed the state average on college entrance scores. In addition, Levelland Christian School provides private education with small classroom sizes for children in Pre-K through eighth grade. Higher education is provided by South Plains College as well as several other colleges and universities located nearby including Texas Tech University, Wayland Baptist University, Lubbock Christian University, and West Texas A&M University.

## **Organization and Governance**

The City of Levelland has a Council/Manager form of government with five future minded Council members who are very supportive of the City's 100 employees and their efforts to keep the city improving and progressing. The City has an excellent senior management staff whose average tenure with the City of Levelland is 14 years. This strong team of leaders/managers includes four with Masters degrees and four more with Baccalaureate degrees. Departments with the City include, Economic Development, City Secretary, Human Resources, Community Development, Main Street, Emergency Management, Finance, Municipal Court, Building Inspections and Code Enforcement, Police, Fire, Streets & Sanitation, Water & Wastewater, Cemetery and Parks. Contracted services include ambulance, solid waste collection and disposal, and airport management.

### **Additional Resources**

#### **City of Levelland Community Video**

<http://www.levellandtexas.org/communityvideo>

#### **City of Levelland**

<http://www.levellandtexas.org>

#### **Levelland Independent School District**

<http://www.levellandisd.net>

#### **Levelland Chamber of Commerce**

<http://www.levellandtexas.org>

#### **South Plains College**

<http://www.southplainscollege.edu>

#### **Mallet Event Center and Arena**

<http://www.malleteventcenter.com>

#### **Covenant Hospital Levelland**

<http://www.covenanthospitallevelland.org>

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Thank you for your interest in the position of

**Emergency Dispatcher /  
Assistant Telecommunication  
Supervisor  
City of Levelland**

Enclosed in this packet you will find:

Job Description  
Employment Application  
Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and résumé should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a drug test before an offer of employment can be made. A physical exam and background check are also conducted before an offer of employment can be finalized. A driving records check will be done after the offer of employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or [mfieldsallgeyer@levellandtexas.org](mailto:mfieldsallgeyer@levellandtexas.org)

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**PLEASE REMOVE AND KEEP THIS MEMO AND  
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,  
AFFIRMATIVE ACTION FORM AND RELEASE OF  
INFORMATION FORM (IF REQUESTED) TO THE  
MAILBOX IN THE LOBBY OF CITY HALL or MAIL  
TO US AS FOLLOWS:**

**City of Levelland  
Attn.: Human Resources  
PO Box 1010  
Levelland, TX 79336**

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## Class Title: Assistant Telecommunication Supervisor

### **BRIEF DESCRIPTION:**

The purpose of this position is to respond to complaints and emergency situations by dispatching emergency personnel. This is accomplished by providing radio and telephone communications for the City and other surrounding communities, receiving emergency calls or complaints, dispatching officers from the appropriate agency and overseeing employees. Other duties may include maintaining data for municipal, county and federal courts, supervising other dispatchers, monitoring alarms, providing office support and interfacing with other City employees and citizens. This position provides direction to other employees.

### **ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

| Sedentary   | Light  | Medium  | Heavy   | Very Heavy   |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions  |
|---|------|--|
| 1 | S    | Responds to public complaints in Levelland and surrounding areas and emergency situations in a time intense manner by receiving emergency calls or complaints, identifying problems, gathering required information, locating the appropriate responding agency, dispatching information, requesting information from officers, maintaining radio traffic to keep units aware of situations in need, transmitting responses and logging calls. |
| 2 | S    | Provides assistance to residents, volunteers and visitors by coordinating activities, communicating and relaying messages and information  |
| 3 | S    | Maintains data and paper records for municipal, county and federal courts by entering information and completing overall work-up for the operating data terminal and warrant and data entry.   |
| 4 | S    | Oversees dispatchers by coordinating and monitoring work activities.   |

**JOB REQUIREMENTS:**

| <b>JOB REQUIREMENTS</b>                     |   |
|---|---|
| <b>Knowledge, Skills and Abilities</b>      | Ability to maintain composure during a high stress situation. Ability to efficiently multi-task in constrictive time frame. Ability to operate multiple computer software programs on multiple screens, simultaneously. Ability to operate standard office equipment and two-way radios. Ability to read, write and speak clearly and precisely.  |
| <b>Experience</b>                           | High school diploma or GED, Intermediate Telecommunicator License, plus at least three years' experience or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Two years consecutive experience in law enforcement communications.   |
| <b>Technical Skills</b>                     | Communicate effectively, orally, electronically and in writing. Proficient in Microsoft Word and Microsoft Excel. The ability to learn, understand and fully deploy the Report Management System (RMS) and Computer-assisted- dispatch (CAD) system. Strong customer service orientation and communication skills.  |
| <b>Certification and Other Requirements</b> | Valid Texas Driver's License<br>Intermediate Telecommunicator License<br>TCIC/NCIC Full Access Certification<br>National Incident Management System (NIMS) Certificates (IS100, IS200, IS700)   |
| <b>Essential Duties</b>                     | <p>Lead, plan, train, supervise, and review the work of staff responsible for performing duties related to the operation of the dispatch center; participate in performing the work of the division and perform the most complex work of the division including addressing technical issues and making operational decisions in coordination with supervisory and command staff.</p> <ul style="list-style-type: none"> <li>• Conducts annual and periodic performance evaluations and coaching sessions for underperforming operators.</li> <li>• Perform weekly Quality Assessments of calls for shift.</li> <li>• Ensure standardization of procedures, uniformity and supervision of operators on shift; documents unsatisfactory performance and recommend discipline as needed.</li> <li>• Train assigned employees in their areas of work including emergency dispatch methods, procedures, and techniques.</li> <li>• Assist in coordinating the scheduling of dispatch center staff; ensure shift is sufficiently covered.</li> <li>• Acts as a mediator in resolving employee conflicts</li> <li>• Provide a variety of staff and administrative assistance related to the communications center; work with supervisor to resolve issues related to dispatch; perform special projects as assigned including researching training opportunities.</li> <li>• Perform the full range of Operator duties; receive, classify, and prioritize all incoming calls to the communications center including 9-1-1 calls, emergency, and non-emergency calls received from citizens and surrounding jurisdictions requesting service or information; operate a variety of public safety communications equipment including 9-1-1 emergency telephone equipment, dispatch system, and multi-channel radio system.</li> <li>• Evaluate response necessary as dictated by a given request for service; determine nature, location, and priority of calls; operate CAD system to</li> </ul> |

create calls for service within response criteria guidelines; assign and dispatch personnel in accordance with policies and procedures; transfer calls to other appropriate agencies in accordance with established procedures; obtain and dispatch other support services as necessary.

- Maintain contact with all units on assignment; maintain status and location of field units; monitor multiple radio frequencies; relay emergency and non-emergency information to first responders.
- Retrieve information from local, state, and national computer networks (NCIC/TCIC) regarding wanted persons, stolen property, vehicle registration, stolen vehicles, driver's records, protection orders, criminal histories, and other related information; relay information to officers in the field.
- Operate computer terminals to enter, modify, and retrieve data such as stolen and recovered property, stolen vehicles, missing and unidentified persons, driver license and vehicle registration information, and warrants on wanted persons; compose and transmit messages to other agencies.
- Enter and remove data and information from various local, statewide, and national law enforcement computer systems including CAD, RMS, CJIS, and NCIC/TCIC.
- Prepare recordings of radio and telephone transmission for evidence use and for training purposes.
- Testify in court in the absence of the supervisor.
- Ability to communicate, evaluate and provide information to both the caller and deputies in a clear and concise manner while under stressful conditions and strict time constraints; utilize various communication techniques to calm callers on the phone to obtain the necessary information.
- Maintain and update all hazardous locations in CAD system; keep abreast of premise history for responding units.
- Ability to read, comprehend, and follow TLETS Operating Manual, TCIC Texas User Specification Pages, NCIC Operating Manual and Criminal Justice Information Services (CJIS) Security Policy.
- Test and inspect equipment as required.
- Keep direct supervisor and field supervisors apprised of emergency and unusual situations.
- May provide or coordinate staff training; and work with peers to correct deficiencies, as directed.
- Ability to maintain confidentiality of sensitive materials, records and conversations.
- Serve as a professional liaison between agency divisions and other agencies.
- Performs other duties as assigned to a satisfactory level

|                       |   |
|-----------------------|---|
| Managerial            | Receives directions: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results with some directions when making selections among a few, easily identifiable choices. Assignment is reviewed upon completion. |
| Budget Responsibility | Has no budget responsibility.   |
| Supervisory /         | Work requires functioning as a lead worker performing essentially the same work   |

|  |  |
|--|--|
| Organizational Control                 | as those directed, and includes overseeing work quality, training, instructing, and scheduling work.   |
| Complexity                             | Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards, and precedents.     |
| Interpersonal / Human Relations Skills | Decisions regarding establishment of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. |

**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary X   | Light  | Medium  | Heavy   | Very Heavy   |
|---|--|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

**PHYSICAL DEMANDS:**

|   |   |  |  |                            |
|---|---|--|--|----------------------------|
| C = Continuously<br>2/3 or more of<br>the time. | F = Frequently<br>From 1/3 to 2/3 of<br>the time. | O =<br>Occasionally<br>Up to 1/3 of the<br>time. | R=Rarely<br>Less than 1<br>hour per week | N = Never<br>Never occurs. |
|---|---|--|--|----------------------------|

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

| PHYSICAL DEMANDS | FREQUENCY | DESCRIPTION  |
|------------------|-----------|--|
| Standing         | F         | When filing  |
| Sitting          | F         | At desk  |
| Walking          | F         | To and from files and office equipment                 |
| Lifting          | F         | Files, paperwork                                       |
| Carrying         | F         | Files, paperwork                                       |
| Pushing/Pulling  | F         | File drawers   |
| Reaching         | F         | For paperwork, the telephone                           |
| Handling         | F         | Paperwork  |
| Fine Dexterity   | F         | Using computer keyboard, writing                       |
| Kneeling         | N         |  |
| Crouching        | R         | To reach materials in low to floor drawers and shelves |
| Crawling         | N         |  |
| Bending          | F         | To retrieve files in lower drawers                     |
| Twisting         | F         | At workstation   |
| Climbing         | N         |  |
| Balancing        | N         |  |
| Vision           | C         | Reading  |
| Hearing          | C         | Communicating over the radio and telephone             |
| Talking          | C         | Over the radio and telephone                           |

|                 |   |                      |
|-----------------|---|----------------------|
| Foot Controls   | F | When operating radio |
| Other (Specify) | N |                      |

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Telephone headset, fax machine, TDD machine, Emergency Defense System, computer and related software

**ENVIRONMENTAL FACTORS:**

|         |                             |                              |                                  |         |
|---------|-----------------------------|------------------------------|----------------------------------|---------|
| D=Daily | W=Several<br>Times Per Week | M=Several<br>Times Per Month | O/S=Occasionally<br>/ Seasonally | N=Never |
|---------|-----------------------------|------------------------------|----------------------------------|---------|

| HEALTH AND SAFETY        |   | ENVIRONMENTAL FACTORS |   | PRIMARY WORK LOCATION |   |
|--------------------------|---|-----------------------|---|-----------------------|---|
| Mechanical Hazards       | N | Respiratory Hazards   | N | Office Environment    | D |
| Chemical Hazards         | N | Extreme Temperatures  | N | Warehouse             |   |
| Electrical Hazards       | N | Noise and Vibration   | D | Shop                  |   |
| Fire Hazards             | N | Wetness/Humidity      | N | Vehicle               |   |
| Explosives               | N | Physical Hazards      | N | Outdoors              |   |
| Communicable Diseases    | N |                       |   | Other (see 2 below)   |   |
| Physical Danger or Abuse | N |                       |   |                       |   |
| Other (see 1 below)      |   |                       |   |                       |   |

(1) N/A

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

|  |  |  |  |                         |
|--|--|--|--|-------------------------|
| C=Continuously<br>2/3 or more of<br>the time | F=Frequently<br>From 1/3 to 2/3 of the<br>time | O=Occasionally<br>Up to 1/3 of the<br>time | R=Rarely<br>Less than 1 hour<br>per week | N=Never<br>Never occurs |
|--|--|--|--|-------------------------|

| NON-PHYSICAL DEMANDS                          |   |
|---|---|
| Time Pressure                                 | C |
| Emergency Situation                           | F |
| Frequent Change of Tasks                      | F |
| Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously      | C |
| Working Closely with Others as Part of a Team | C |
| Tedious or Exacting Work                      | F |
| Noisy/Distracting Environment                 | F |
| Other   | N |

(3) N/A

**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

\_\_\_\_\_  
Signature of Employee                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor                      \_\_\_\_\_  
Signature of Supervisor                      \_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head                      \_\_\_\_\_  
Signature of Department Head                      \_\_\_\_\_  
Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.



**Application For Employment**

**1709 Ave. H. PO Box 1010 Levelland, Texas 79336**

**Phone 806-894-0113 Fax 806-894-0119**

**Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.**

Emergency Dispatcher/Asst. Telecomm Supervisor \_\_\_\_\_  
POSITION DESIRED DATE

NAME \_\_\_\_\_  
(Last Name) (First Name) (Middle)

Mailing Address \_\_\_\_\_  
Number Street or Avenue City State Zip

Telephone No: Home ( ) Cell ( ) E-Mail @

Do you have any relatives employed by the City of Levelland?  Yes  No

Department: \_\_\_\_\_ Their Name(s): \_\_\_\_\_  
Relationship \_\_\_\_\_

Have you been interviewed by the City previously?  Yes  No

When \_\_\_\_\_ What Position? \_\_\_\_\_ By Whom? \_\_\_\_\_

Check all types of work you will accept:  Full Time  Seasonal/Temporary  Part Time

When will you be able to report for work? \_\_\_\_\_ Minimum salary requirement \_\_\_\_\_

Are you a U.S. Citizen? :  Yes  No

If not, provide alien registration number: \_\_\_\_\_

Have you ever been convicted of a felony:  Yes  No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you able to perform the essential functions of the job?  Yes  No

If no, which essential functions will you be able to perform? \_\_\_\_\_

What reasonable accommodations would help you to perform the essential functions?

High School or GED \_\_\_\_\_  
School City/State Last Grade Completed

College/University: \_\_\_\_\_  
Location Sem. Hours Major Minor Type of Degree

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT RECORD** - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resume.**

May we contact your present employer?  Yes  No

|                           |  |
|---------------------------|--|
| Employer _____            | Telephone (_____) _____  |
| Job Title _____           | Dates Employed: From _____ To _____  |
| Salary: Starting \$ _____ | Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____          |  |
| Worked Performed _____    |  |
| Reason for Leaving _____  |  |
| Employer _____            | Telephone (_____) _____  |
| Job Title _____           | Dates Employed: From _____ To _____  |
| Salary: Starting \$ _____ | Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____          |  |
| Worked Performed _____    |  |
| Reason for Leaving _____  |  |
| Employer _____            | Telephone (_____) _____  |
| Job Title _____           | Dates Employed: From _____ To _____  |
| Salary: Starting \$ _____ | Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year |
| Supervisor _____          |  |
| Worked Performed _____    |  |
| Reason for Leaving _____  |  |



**READ CAREFULLY BEFORE SIGNING**

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

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**Signature of Applicant**

---

**Date**

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**The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.**

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**AFFIRMATIVE ACTION FORM**  
**Emergency Dispatcher/Assistant Telecommunications Supervisor**

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex:             Male       Female

Race/ethnicity:

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

**White (Not Hispanic or Latino)** – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

**Black or African American (Not Hispanic or Latino)** – A person having origins in any of the black racial groups of Africa.

**Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**Asian (Not Hispanic or Latino)** – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaska Native (Not Hispanic or Latino)** – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

**Two or More Races (Not Hispanic or Latino)** – All persons who identify with more than one of the above five races.

Veteran:                       Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Newspaper ad      | <input type="checkbox"/> Tech school/college placement | <input type="checkbox"/> Employee referral        |
| <input type="checkbox"/> Temporary service | <input type="checkbox"/> Recruiter                     | <input type="checkbox"/> State employment service |
| <input type="checkbox"/> Other _____       |  |   |