



KANAWHA COUNTY
POLICE | FIRE | EMS

Metro Emergency Operations Center
of Kanawha County

200 Peyton Way, Charleston, WV 25309

304.746.7911 ph

304.746.7914 fax

www.metro911.org

Dear Applicant,

Thank you for your interest in employment with the Metro Emergency Operations Center of Kanawha County (Metro 911).

Please mail or bring the following documents with you when you return your completed application:

1. Copy of High School Diploma, Certificate of GED or College Diploma
2. Transcript of High School Grades (or College if applicable)
3. Waiver for Pre-Employment Screening

Applications will not be accepted unless completed in their entirety.

Applications will remain active for 90 days. After that time, those interested need to reapply.

We are located in the Southridge Business Park at 200 Peyton Way. If you choose, you may mail your application and the requested documents to the above address.

If you have any questions, please feel free to call the administrative office Monday – Friday from 8am to 5pm at (304)746-7911.

Sincerely,

A handwritten signature in black ink that reads "Jonathan D. Rutherford".

Jonathan D. Rutherford
Executive Director



KANAWHA COUNTY
POLICE | FIRE | EMS

APPLICATION FOR EMPLOYMENT

Position for which you are applying:

- 911 Public Safety Telecommunicator
- Administration
- Other: _____

PERSONAL INFORMATION

LAST NAME	FIRST NAME	M.I
STREET ADDRESS	CITY	STATE ZIP
ALTERNATE MAILING ADDRESS - I.E. PO BOX		
HOME PHONE NO.	CELLULAR PHONE NO.	

IF APPLYING FOR THE 911 PUBLIC SAFETY TELECOMMUNICATOR POSITION

Public Safety Telecommunicator position only. Answer "yes" or "no". Are you willing to work the following:

Both night and day shifts?	Yes _____	No _____
Weekends?	Yes _____	No _____
Holidays?	Yes _____	No _____
Overtime work?	Yes _____	No _____
Are you able to type at least 35 WPM (words per minute)?	Yes _____	No _____

QUESTIONNAIRE

All applicants

Do you have a valid Driver's License?	Yes _____	No _____
Do you have access to a personal vehicle to use in getting to work?	Yes _____	No _____
Do you understand this is only a full-time position?	Yes _____	No _____
Do you understand employment is contingent upon passing a drug screen?	Yes _____	No _____
Do you understand employment is contingent upon passing a background check (please see page 4)?	Yes _____	No _____
Have you ever been charged with a felony?	Yes _____	No _____
If yes, please explain: _____		

(If you have been convicted of a felony, you are not eligible for employment with Metro 911)

Have you ever been charged with a misdemeanor or arrested for a crime other than a traffic/moving violation?	Yes _____	No _____
If yes, please explain: _____		

EMPLOYMENT HISTORY

Have you ever applied at Metro 911 before? Yes _____ No _____ If yes, when? _____

Have you ever worked for Metro 911 or any other 911 Communications Center? Yes _____ No _____

If yes, what center(s) and years of service?: _____

If yes, what 911 certifications do you have (please include expiration dates for certifications)?:

Have you ever worked for an Emergency Service Agency? Yes _____ No _____

If yes, what agency and what was your position? _____

Have you ever been discharged or forced to resign from a job? Yes _____ No _____

If yes, please explain: _____

***Note: Metro 911 will notify applicant before contacting current employers**

CURRENT EMPLOYER: _____ Date Hired: _____

Position: _____ Salary: _____

Address: _____

Reference (Name & Phone No.): _____

PREVIOUS EMPLOYER (1): _____ Date Hired: _____

Position: _____ Salary: _____

Address: _____

Reference (Name & Phone No.): _____

Reason for Leaving: _____

PREVIOUS EMPLOYER (2): _____ Date Hired: _____

Position: _____ Salary: _____

Address: _____

Reference (Name & Phone No.): _____

Reason for Leaving: _____

MILITARY SERVICE

BRANCH OF SERVICE	RANK	DATES OF SERVICE
TYPE OF DISCHARGE		

EDUCATION

Indicate which of the following levels of education you have successfully completed:

	COMPLETED		NAME OF SCHOOL
	YES	NO	
High School			
Vocational/Tech School			
College/University			

If you attended College/University, please list your major(s) for which you received a degree:

What are your present plans, if any, for improving your education? _____

Describe any special work skills or abilities you have that are applicable to emergency telecommunications work:

REFERENCES

Metro 911 will be contacting these references. Please exclude relatives and anyone listed under employment history.

1. _____

NAME PHONE NO.

ADDRESS YEARS KNOWN

2. _____

NAME PHONE NO.

ADDRESS YEARS KNOWN

3. _____

NAME PHONE NO.

ADDRESS YEARS KNOWN

Notification and Authorization to Release Criminal Information for Employment Purposes

ATTENTION:

- ❖ *This notification and authorization form is to release criminal background information for employment purposes.*
- ❖ *This must be submitted with your application.*
- ❖ *If you have been convicted of a felony, you are not eligible for employment with Metro 911.*

FULL NAME: _____ **SSN:** _____

ADDRESS: _____

DATE OF BIRTH: _____ **PLACE OF BIRTH:** _____

SEX: FEMALE MALE **WEIGHT:** _____ **AGE:** _____

The position for which I am being considered requires me to consent to a criminal background check as a condition of employment. This check includes the following: Criminal history reference searches for felony and misdemeanor convictions at the city, county, state and federal levels of every jurisdiction in the U.S.

I hereby authorize Metro 911 to conduct the criminal background check described above.

SIGNED: _____ **DATE:** _____

Admin Use Only:

- III
- LEO
- RMS