



**DISPATCHER
CITY OF WILLOUGHBY**

The Willoughby Civil Service Commission is accepting applications for the position of full-time Communications Operator. The position requires recent emergency communications experience with LEADS Certification. Candidates must be a citizen of the United States or legally declared intention on becoming a citizen through naturalization. No applicant shall be appointed to the position of Communications Officer if not a United States citizen. A high school diploma or GED equivalent is required. Must be able to work all shifts (day, afternoon, night), holidays and weekends. Excellent benefit package provided with a current starting pay of \$24.49 an hour.

Qualified candidates will undergo testing and screening by any or all of the following: applicable skills assessment (in case of tie scores between applicants, the earliest filed application will take precedence), background investigation, psychological screening, Computerized Voice Stress Analyzer (CVSA), Safety Forces interview panel, Civil Service Commission interview, medical exam and drug screening.

Applications are available on line at www.willoughbyohio.com/employment or at the Willoughby Police Department and must be submitted IN PERSON at the Willoughby Police Department, 36700 Euclid Avenue, Willoughby, Ohio beginning Monday, May 23, 2022 through June 3, 2022 from 7:00 a.m. until 6:00 p.m. (weekdays only) and on Saturday, May 28, 2022 from 8:00 a.m. until 12:00 p.m. LEADS Certification is required at time of application.



EMPLOYMENT APPLICATION

One Public Square
Willoughby, Ohio 44094
(440) 951-2800
www.willoughbyohio.com

EQUAL OPPORTUNITY EMPLOYER (EOE)

POSITION(S) APPLIED FOR: _____

Type of employment desired: Full-time Part-time Temporary Seasonal Intern/Educational Co-Op

Name: *Last* _____ *First* _____ *M.I.* _____

Mailing Address: *Street* _____ *City* _____ *State* _____ *Zip Code* _____

Telephone Number: () _____ E-Mail address: _____

Best time to call you: _____ Date available to start: _____ Salary Requirements: _____ hour/year

Can you perform the essential functions of the job with or without reasonable accommodation? YES NO

Are you legally eligible to be employed in the United States? YES NO
(Proof of identity and eligibility will be required upon employment)

Are you at least 18 years of age or older? YES NO
(If no, you may be required to provide authorization to work)

Have you filed an application with the City of Willoughby before? YES NO
If yes, give date: _____ Position applied for: _____

Have you even been employed by the City of Willoughby? YES NO
If yes, give department and dates: _____ From: _____ To: _____

Do you have any relatives now employed by the City of Willoughby? YES NO
If yes, give name, department and relationship: _____

Pre-employment testing may be a condition of employment, check YES to confirm understanding YES NO
(employment physical, drug test, background screening, etc.)

Are you currently on a lay-off and subject to recall? YES NO

Do you have a reliable means of transportation? YES NO

Are you able and willing to work weekends, including Sunday, if required? YES NO

If you answer YES to following questions below, please give details on bottom of Page Two.

Have you even been:
• discharged or asked to resign from any position on the basis of conduct or performance? YES NO

Educational Background

HIGHEST SCHOOL YEAR COMPLETED:

Elementary
1 2 3 4 5 6 7 8

High
9 10 11 12

College/University
1 2 3 4

Graduate/Professional
1 2 3 4

School Name & Address		Diploma/ Degree	Course	GPA/ Rank
High or Trade School				
Business or Technical				
College or University			Major:	
Graduate School/Other			Major:	

If you did not receive a diploma from a high school, did you receive a high school equivalency diploma (GED)? YES NO

Number: _____

Granting Agency: _____

References

List three persons, other than supervisors listed on Page Three, who are not related to you by blood or marriage, whom we are free to contact and who have knowledge of your character, experience, and/or ability. Persons familiar with your present or past job performance are strongly preferred.

Full Name	Complete Business or Home Address	Occupation	Phone No.

This space may be used to explain your answers to any items on this application.

(Additional sheets may be used if necessary.)

Employment History

In the space provided below, give a complete record of employment for not less than the past 15 years, if available, beginning with your present or most recent employment and working back. Account for all periods, including self-employment, unemployment and service with the U.S. Armed Forces. Use additional sheets if necessary.

Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary \$ Per	
Job Title(s)		Final Salary \$ Per	
Immediate Supervisor and Title		Did you receive any promotion?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary \$ Per	
Job Title(s)		Final Salary \$ Per	
Immediate Supervisor and Title		Did you receive any promotion?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary \$ Per	
Job Title(s)		Final Salary \$ Per	
Immediate Supervisor and Title		Did you receive any promotion?	
Reason for leaving		May we contact for reference? Yes No	
Employer	Telephone ()	Dates Employed From To	Summarize the nature of the work performed and job responsibilities
Address		Starting Salary \$ Per	
Job Title(s)		Final Salary \$ Per	
Immediate Supervisor and Title		Did you receive any promotion?	
Reason for leaving		May we contact for reference? Yes No	

Special Qualifications and Skills

A. Do you have a valid driver's license: YES NO
If yes, Expiration Date: _____ State: _____ Type of License: Regular Commercial (CDL)

B. Approximate number of words per minute: Typing _____ Shorthand _____

C. List licenses, registrations or certifications which you possess and also, noting the state or other licensing authority which granted it:

D. List any special machines or equipment which you are skilled in operating:

E. List any computer experience you have:

F. Give any other special qualifications not covered elsewhere in your application, such as:

(1) your publications (2) your patents or inventions (3) public speaking and public relations experience (4) membership in professional, trade, civic, or scientific organizations (5) honors and fellowships (6) awards and accolades

My signature constitutes my certification that my responses are true and complete. Where an item is left blank, it is because there is no information within its scope. My signature further constitutes my authorization for the City of Willoughby to investigate the facts submitted; and for those with relevant job related information to release such information to the City of Willoughby and hereby release such individuals, organizations and the City of Willoughby from any and all liability for any claim or damage resulting therefrom.

I understand and agree that any falsification or omission, either on this form or other employment forms or in my responses to questions asked during the interviewing or examination process is grounds for immediate termination of employment, no matter when the falsification or omission is discovered.

I also understand that, if hired, my employment is to be "at will" and that either I, or my employer, may terminate my employment at any time, with or without cause, unless the "at will" arrangement is modified by a written agreement signed by both me, or my authorized representative, and by a duly authorized officer of the City of Willoughby.

Signature:

Date Signed:

Thank you for considering the City of Willoughby for an employment opportunity!