



MABANK POLICE

EMPLOYMENT APPLICATION

City of Mabank, P.O. Box 293 / 129 E. Market Street, Mabank, Texas 75147

PHONE: (903) 887-8500 FAX: (903) 887-4288

The City of Mabank is an Equal Opportunity Employer and encourages applications from eligible and qualified persons regardless of race, color, religion, sex, age, and national origin or physical disability. Your interest in employment with the City of Mabank is appreciated. In order to gain a better understanding of your background and work history, we ask that you answer all questions completely in your own handwriting and to the best of your knowledge. The information provided is subject to verification. Incomplete applications will not be considered.

Applications must be hand written.

POSITION APPLYING FOR: **Full Time Dispatcher** **Part Time Dispatcher**

DATE: _____

PERSONAL INFORMATION

Last Name _____ First _____ Middle _____

Social Security # _____ PID# _____

Date of birth: _____

Street Address _____

City _____ State _____ ZIP _____

Phone: _____ Cell Phone: _____

Alternate Phone: _____ Alternate Phone: _____

Email: _____

Alternate Email: _____

Face Book Address: _____

Twitter Address: _____

MySpace Address: _____

YouTube Channel: _____

Are you at least 18 years of age? YES NO

Are you currently employed elsewhere? YES NO

Are you on layoff status and subject to recall? YES NO

Are you a Texas certified peace officer? YES NO

Are you legally eligible for employment in the United States? YES NO

Do you work for or have you ever worked for the City of Mabank before? YES NO

If yes, please give dates and positions held:

Have you filed an application with the City of Mabank before? YES NO If yes, when?

Are you related by blood or marriage to any City Council member or employee of the City of Mabank? YES NO If yes, whom?

Name _____

Relationship _____ Department _____

Name _____

Relationship _____ Department _____

Have you ever been convicted of, plead guilty to, received-deferred adjudication, or any form of court supervision for any criminal offense (Misdemeanors and felonies) other than minor traffic violations within the last ten (10) years? YES NO If yes, please explain: _____

How did you hear about this position? _____

NOTE: Prior to employment, applicant will be investigated for prior convictions of criminal offenses. A prior conviction will not automatically disqualify an applicant for employment but will be considered only as it relates to the job under consideration.

Check all types of work that you will accept:

FULL TIME PART TIME TEMPORARY DAYS NIGHTS SHIFTS

When are you available to begin work? _____

Have you read and do you understand the requirements of the job for which you have applied?
 YES NO

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

EDUCATION, TRAINING, AND SKILLS

Texas Telecommunications Certificate: YES NO

Do you have a high school diploma? YES NO

Do you have a GED? YES NO

Diploma or GED certificate received from? _____

City and State: _____

College, Post Graduate, Technical, or Vocational School: _____

Describe any other specialized training, apprenticeships, and professional licenses:

List any other skills related to the job for which you are applying: _____

Have you ever had any job related training in the United States Military? YES NO

If yes, please describe

Do you have a valid Texas driver's license? YES NO License # _____

Type of License: Operators Class A CDL / Class B CDL / Class C

Has your driver's license ever been suspended or revoked? YES NO If yes, please explain: _____

MABANK POLICE DEPARTMENT

AUTHORIZATION TO RELEASE INFORMATION

I hereby request and authorize you to furnish the Mabank Police Department with any and all information they may request concerning my work record, educational history, military record, financial status, criminal record, general reputation, and past or present medical condition. This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents requested. The information will be used for the purpose of determining my eligibility for employment as an employee of the City of Mabank Police Department. I hereby release you and your organization from any liability, which may or could result from furnishing the information requested above or from any subsequent use of such information in determining my qualifications to serve as an employee.

Signature X _____

Printed Name _____

Date and Time _____

Sworn and subscribed before me by _____,

This _____ day of _____, A.D. _____ year.

Notary Public

Essential Duties

Will receive training on communications procedures, FCC rules and regulations, and law Enforcement computer systems.

Will need excellent computer skills, and able to operate multiple computers.

Will be able to operate radio, and other communications equipment.

Will be able to transmit, receive and relay information to department officers and other personnel.

Works an assigned shift using own judgment in deciding the course of action being expected to handle difficult and emergency calls without assistance.

Maintains normal availability by radio or telephone for consultation on major emergencies or incidents.

Maintains communication and coordination with other law enforcement agencies regarding wanted persons and service of their warrants.

Will be able to work nights, weekends and holidays.

Maintains communication and availability, by phone, or radio, for emergencies.

Will work in a fast paced, noisy environment that requires meticulous attention to detail, even when under stress.

Perform other duties as assigned.

Required Minimum Qualifications

U.S. Citizen

High School Diploma or GED

Must be 18 years or older at the time of employment

Possess a valid Texas Driver's license

Must be of good moral character

Able to read and write English