

February, 2018

TO: Telecommunications Applicant
FROM: Merit Commission
REF: Testing Process

The following segments are only scheduled after a completed application and all required attachments have been turned in.

Segment #1. The written test component must be passed in order to progress in the testing process. This is a series of written tests developed by **Profile Evaluations Inc.** to measure an individual's skills and potential success as a telecommunicator. If a candidate passes Segment #1, they move to Segment #2. Written test will be April 3rd, 2018- further information at bottom of page.

Segment #2. CritiCall Testing

CritiCall is a pass/fail based practical exam, measuring an individual's capability and potential in an emergency communication-dispatch-computer, environment. These tests will take approximately 2 hours. Location to be announced.

Segment #3. If a candidate successfully completes Segment #1 and #2, they will be scheduled for Segment #3 which is oral interviews by the Merit Commission.

Those individuals, who successfully pass all three segments, will be placed on the eligibility list for telecommunicators for the Sheriff's Office. The Sheriff will make selection from that list as needed after the individual has passed a **rigorous background investigation and psychological review**.

Hiring is dependent on staffing need, and background investigation.

COMPLETE APPLICATIONS MUST BE RECEIVED

BY 4:00 p.m. Thursday, March 29th, 2018.

Written test date is April 3rd, 2018 at 5:30 p.m. at the DeKalb County Legislative Center, 200 N. Main Street Sycamore, IL 60178. Photo I.D. required. This is the ONLY notice you will receive regarding April 3rd, 2018 written test time and date.

**COUNTY OF DEKALB
APPLICATION FOR SHERIFF'S TELECOMMUNICATOR**

2018

**COMMUNICATIONS
DIVISION**

Name: _____
First Middle Last

Address: _____
City: State: Zip Code: _____

Phone #: Cell Phone # E-mail _____

Do you have a valid Illinois Drivers License? _____

Driver's License #: Have you ever had D.L. in another State?
Y or N what state? Place of Birth: _____

SSN: How long at the above address? _____

Please list any other addresses for the last 10 years: add additional sheet if necessary

U.S. Citizen? Y N If naturalized please give date: _____
(attach copy of naturalization papers)

EDUCATION

Name of High School _____

Diploma, degree or highest grade completed? _____

Name of College: _____

Diploma, degree or highest level completed? _____

Please list any other special training, apprenticeships, correspondence courses, etc.

MILITARY SERVICE

**Have you ever been in the military or any full time National Service
Organization?** _____

If yes: What branch Date of enlistment & Discharge _____

Ranks held Type of Discharge _____

Serial Number _____

Are you a member of the Military Reserve? If yes, explain _____

GENERAL INFORMATION**

Have you ever been arrested? _____ If so, what was the charge, date and disposition of the Case? _____

Other involvement in illegal activity? _____

Is your vision 20/20 corrected? Y N

****No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The nature of the offense, the date of the offense, surrounding circumstances and the relevance of the offense to the position applied for may, however, will be considered.**

What computer programs are you familiar with? _____

Do you know of anyone who may try to injure you in any way and why? _____

Can you speak, read or write any foreign language? Specify _____

Have you been active in athletics? (If yes, please describe) _____

Please list organizations you are a member of: _____

Give names and relationships of any relatives now in DeKalb County Government service: _____

REFERENCES:

Provide three people, other than relatives or past employers, who know you well enough to give information about you.

Name: _____

Address: _____

Phone: _____ Occupation: _____

Name: _____

Address: _____

Phone: _____ Occupation: _____

Name: _____

Address: _____

Phone: _____ Occupation: _____

Members of your current household:

<u>Name</u>	<u>Date of Birth</u>	<u>Relationship</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FINANCIAL INFORMATION

List indebtedness, if over \$30,000, for either you or your spouse. Include bank loans, credit cards, credit unions, contracts and any other outstanding debt.

Lender: _____

Address: _____

Date First Occurred: _____ Balance Due: _____ Original Amount: _____

Lender: _____

Address: _____

Date First Occurred: _____ Balance Due: _____ Original Amount: _____

Lender: _____

Address: _____

Date First Occurred: _____ Balance Due: _____ Original Amount: _____

WORK HISTORY

List your work history completely, start with present employment and work back. (Account for any periods of unemployment).

Started: _____ Left _____ Employer: _____

Supervisor: _____ Phone _____

Duties: _____

Reason for Leaving: _____ Wages: _____

Started: _____ Left _____ Employer: _____

Supervisor: _____ Phone _____

Duties: _____

Reason for Leaving: _____ Wages: _____

Started: _____ Left _____ Employer: _____

Supervisor: _____ Phone _____

Duties: _____

Reason for Leaving: _____ Wages: _____

Started: _____ Left _____

Employer: _____

Supervisor: _____ Phone _____

Duties: _____

Reason for Leaving: _____ Wages: _____

(add additional page if needed for work history)

If now employed, can we contact your present employer as a work reference? _____

If no, please explain: _____

Essential functions of a Telecommunicator include, but are not limited to:

- *Performing duties during high mental and emotional stress situations.
- *Performing duties in an enclosed smoke free environment.
- *Working on any assigned shift. (i.e. day, evening, midnight, holidays)

Is there any reason you cannot perform the essential functions of a Telecommunicator as listed previously? ____

If yes, please specify:_____

Have you any special interests in police work?_____

How did you hear about our testing process?

1. Newspaper? Y N If yes, which one?_____

2. Word of mouth? Y N 3. Other _____

You may indicate in the space below and on additional sheets, if necessary, such as experience/training you have had which will qualify you for the position you are applying for._____

All applicants must sign the following:

I hereby certify that there are no willful misrepresentations in or falsifications of the above statements and answers to questions. I am aware that should investigation disclose such misrepresentations and falsifications, my application will be rejected, and I will be disqualified from applying in the future for any position in the service of the County of DeKalb.

Signature of Applicant

Date

PLEASE ENCLOSE THE FOLLOWING ALONG WITH THIS APPLICATION:

- 1. PHOTO OF YOURSELF**
- 2. A COPY OF BIRTH CERTIFICATE**
- 3. A COPY OF HIGH SCHOOL DIPLOMA OR A SEALED OFFICIAL CERTIFIED COLLEGE TRANSCRIPT**

**Mailing Address is:
DeKalb County Sheriff's Office
150 N. Main St.
Sycamore, IL 60178**