



# MONROE COUNTY CONTROL CENTER

## EMPLOYMENT APPLICATION

**PLEASE COMPLETE THE APPLICATION IN FULL**

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Position Applied For \_\_\_\_\_ Date Available \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this Agency? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been charged with or convicted of any criminal offense other than a summary violation? YES  NO

If yes, explain:  
\_\_\_\_\_

Do you have any type of dispatching experience and if so, how many years and for what type of agency?  
\_\_\_\_\_

Do you have typing skills? \_\_\_\_\_ If yes, approximately how many words per minute: \_\_\_\_\_

### Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Course: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Course: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Course: \_\_\_\_\_

## References

Please list three professional references (individuals cannot be related to you).

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

## Employment

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Starting Salary: \$ \_\_\_\_\_ Ending Salary: \$ \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES NO

List any information you feel is important to the position you are applying for.

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

**Monroe County Police/Fire/EMS Experience**

Agency: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Position: \_\_\_\_\_

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**WHERE DID YOU HEAR ABOUT OUR AGENCY?**

Newspaper \_\_\_\_\_ Radio \_\_\_\_\_ Website \_\_\_\_\_ Social Media \_\_\_\_\_ Other \_\_\_\_\_

**Criminal History**

***The Monroe County Control Center will run a complete background check. As a condition of employment with the Monroe County Control Center you MUST have a clear Criminal History.***

**Disclaimer and Signature**

*I swear and affirm that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my immediate discharge.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission Instructions:**

**Please submit this application to:**

**Email:** employment@monroeco911.com

**Mail:** Monroe County Control Center 100 Gypsum Road Suite 201 Stroudsburg, PA 18360

**Fax:** 570-402-8890

AN EQUAL OPPORTUNITY EMPLOYER



## APPLICANT REFERENCE RELEASE FORM

I, \_\_\_\_\_ having applied for a position at the Monroe County Control Center, give my approval for any current or former employer, persons, firms, corporations, schools, credit agencies, government agencies, and the like to release any reference material from my records to the Monroe County Control Center.

I will not hold any current or former employer, or any persons or organizations which supply responsive information liable for any information they release to the Monroe County Control Center.

I understand that signing this release is not a condition for employment at the Monroe County Control Center.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date



## CORRESPONDENCE FORM

The Monroe County Control Center utilizes electronic mail (e-mail) for routine correspondence.

My e-mail address is: \_\_\_\_\_

**PLEASE PRINT LEGIBLY**

All correspondence from Monroe County Control Center will come via email. Please check your spam. Correspondence will come from [bbistrais@monroeco911.com](mailto:bbistrais@monroeco911.com).

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Signature

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Date