



Supplemental Questionnaire

This information is provided to help you carefully consider both the positive and negative aspects of a dispatching job before you decide to apply for a position. This is a fast-paced work environment that requires quick thinking, problem solving, and excellent public relation skills.

However, the job has some demands that you may find less appealing. The job factors listed below describe aspects of the job, which you may not be aware of. If any of these conditions are unacceptable to you, this may not be the best job for you, and we urge you to consider alternative employment choices that may better fit your individual needs and interests.

PLEASE READ THE INFORMATION AND PLACE A CHECK IN THE BOX NEXT TO EACH STATEMENT TO INDICATE THAT **1) YOU HAVE READ IT AND 2) ARE WILLING TO WORK IN THE SITUATION AS DESCRIBED.** THE INFORMATION IS CONSIDERED PART OF THE SELECTION PROCESS.

WORKING ENVIRONMENT

- 1. There will be times that you will be unable to leave your work site during you shift, depending on the workload.
- 2. You may be unable to schedule your own lunch or breaks and you may be required to eat at your workstation.
- 3. You will be unable to smoke inside the building.
- 4. Employees may experience periods of very slow activity followed by periods of very intense activity. You must be able to fully concentrate and focus your attention no matter what is happening at the time.
- 5. There is little control over the workload or pace.
- 6. You must be able to accept a daily critique of your job performance and modify your actions accordingly.
- 7. You must be able to work in a small, confined work area for your entire shift.

WORK SCHEDULE

- 8. You will be required to work shifts, weekends and/or holidays regularly
- 9. There is the potential that you may be required to work all holidays in a given time period. For instance, your workdays may fall on Thanksgiving, Christmas, and New Year's Day.
- 10. You may be required to change your work shift and/or days off or cancel holiday plans with minimal notice.
- 11. There may be times you will be mandated to work overtime. You may be required to stay late or come in on your time off.

CALL FOR SERVICE

- 12. You must respond courteously, calmly and effectively to telephone calls when someone is rude, drunk, irrational, confused, using obscene language, and/or screaming at you.
- 13. You must respond effectively to telephone calls when a violent or highly emotional situation is taking place.

CALLTAKING OR DISPATCHING

- 14. You must efficiently handle multiple tasks at one time.
- 15. You must make quick, logical, accurate decisions; one or more person's safety may depend on your ability to do this.
- 16. You must answer and respond to telephone calls in which the caller is difficult to understand.
- 17. You will be required to wear a headset for your entire shift.
- 18. You must keep calm during critical incidents. This means that you must also keep your voice modulated and somewhat monotone to convey a sense of calm.
- 19. You must attend mandated meetings, even if they are on your normal days off.

PRINTED NAME

SIGNATURE

DATE



Mailing: PO Box 231110, Anchorage, Alaska 99523-1110
 Physical: 6707 Greenwood Dr., Anchorage, Alaska 99518
 Business Office: (907) 562-6805

APPLICANT INFORMATION

Name (Last)		(First)		(Middle Initial)	Home Telephone () -
Address (Mailing Address)		(City)	(State)	(Zip)	Other Telephone () -
E-Mail Address			Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Position Or Type Of Employment Desired	Shift: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (Rotating shift work to be determined by shift availability)
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Salary Desired	Date Available

EDUCATION AND TRAINING

High School Graduate Or General Education (GED) Test Passed? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, list the highest grade completed						
College, Business School, Military (Most recent first)						
Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
	From			<input type="checkbox"/> Yes		
	To			<input type="checkbox"/> No		
Occupational License, Certificate or Registration	Number	Where Issued		Expiration Date		
Languages Read, Written or Spoken Fluently Other Than English						
Have you ever been convicted of a felony? Yes No						

SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

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WORK EXPERIENCE (Most Recent First)

Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Of Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
Address		
Job Title	Number Of Employees Supervised	To (Month/Year)
Specific Duties		Hours Per Week
		Last Salary
		Supervisor
		Reason For Leaving
Employer	Telephone Number () -	From (Month/Year)
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REFERENCES (if applying for your first job, you may use academic references)

1-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

2-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

3-Name:

Work Phone:

Home Phone:

Address:

City:

State:

Zip:

Relationship to You:

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____

Date _____