

APPLICATION FOR EMPLOYMENT- DISPATCHER PART 1



Human Resources
PO Box 429; Biloxi, MS 39533
Telephone: (228) 435-6259
Fax: (228) 435-6409
Email: biloxihr@biloxi.ms.us
<http://biloxi.ms.us>

IMPORTANT NOTICE: *Application must be typewritten or clearly printed. All questions MUST be answered. If a question is not applicable, please state. APPLICATIONS THAT ARE NOT COMPLETE AND LEGIBLE WILL NOT BE ACCPETED. If the space provided is not sufficient for complete answers, or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. It is the responsibility of the applicant to notify the Human Resources office of any address and/or phone number change.*

All applicants must attach items 1 through 4 (if applicable)

- ☐ 1. A recent picture of yourself (attach to page 6)
- ☐ 2. A photocopy of your birth certificate
- ☐ 3. If a naturalized citizen, provide proof for verification to Human Resources of Naturalization papers.
- ☐ 4. A photocopy of your driver's license

IMPORTANT NOTICE: *A complete background investigation will be conducted and will include a Polygraph/Computerized Voice Stress Analysis (CVSA) and a psychological profile. All offers of employment will be conditioned on a medical examination and inquiry, including a drug/alcohol screening test.*

The City of Biloxi is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national origin, or veteran or disability status.

Personal Information

Full Name:

First

Middle

Last

Give any names you have used or have been known by, including maiden name, and attach under what circumstances these names were used:

Social Security #: _____ - _____ - _____

Driver's License # and State _____

Address: _____
Number Street

City

State

Zip

Phone Number: Primary (____) _____ Business: (____) _____

Other: (____) _____ Email: _____

Weight: _____ lbs Height _____ feet _____ inches

Date of Birth: Date ____/____/____

Place of Birth: _____
City State County

Marital Status: _____

Are you a resident of Mississippi? _____ Yes For how long? _____
_____ No

Are you a citizen of the United States? _____ Yes For how long? _____
_____ No

If you have been naturalized: Date ____/____/____ Certificate #: _____

Are you a registered voter? _____ Yes County and State _____
_____ No

Education

Circle highest year completed: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18+

High School Diploma/GED: _____ Yes Date ____/____/____
 _____ No

Name of high school	Location (mailing address)	Dates		Special course(s) pursued	Date diploma received
		From	To		

Name/mailling address of college or univ. attended	Credits received		Field of study		Dates attended		Type of degree and date obtained
	QTR.	SEM.	Maj./Hrs	Minor/Hrs	From	To	
Undergraduate							
Graduate							
Miscellaneous							

Were you ever dismissed from a school or were any disciplinary actions (including scholastic probation) ever taken against you during your scholastic career?

Yes	School	Date	Type of Action
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No

Current Employment Information

Current Employer: _____

Address of Current Employer: _____
Number City State Zip

Business Phone: (____) _____ Email: _____

Salary: _____ Date Employment Began: ____/____/____ Date Separated: ____/____/____

- ☐ Full Time
☐ Part Time

Job Duties: _____

Have you ever been dismissed, asked to resign, or resigned pending disciplinary action from any employment or position you have held?

____ Yes _____
Employer Date

____ No _____
Reason

List below every Civil Service competitive examination you have taken (if none, please state):

<u>Agency</u>	<u>Date of Exam</u>	<u>Position</u>	<u>Pass/Fail</u>	<u>Status</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Are you currently on any police hiring eligibility list?

____ Yes _____

____ No

Certification

PLEASE READ CAREFULLY

The City of Biloxi is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national origin, veteran or disability status.

I certify that all information provided on this application is true, complete, and correct to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume, or any other materials, or during any interviews, can be justification for refusal of employment, or in the event of employment, grounds for discharge.

In consideration of my employment, I agree to comply with the policies, rules, regulations and procedures set forth by the City of Biloxi and its departments. The position for which I may be selected shall be evaluated for approximately one (1) year during which period, the position may be abolished or my employment may be terminated at the sole discretion of the Mayor. Notwithstanding the preceding sentence, the term of employment for all employees shall be in accord with all applicable laws, rules and regulations.

I understand that as a condition of employment, I will be required to undergo a physical examination, which includes drug/alcohol screening. I also understand and agree that, if employed, I may be requested to submit to a drug/alcohol screening on a routine or neutral selection basis at any time following thirty (30) days after the City of Biloxi receives the results of such pre-employment drug/alcohol tests.

I understand that after my employment commences with the City of Biloxi, I may be required to submit to drug/alcohol screening if there is a reasonable suspicion that I have utilized alcohol or controlled substances in a manner prohibited by the City of Biloxi's Drug and Alcohol Free Workplace Policy.

I hereby consent to having the results of all drug and/or alcohol screening/testing disclosed to the City of Biloxi. I also understand that any refusal to consent to such screening/testing is justification for refusal of employment, or in the event of employment, grounds for discharge.

Printed Name

Signature

Date: ____/____/____

Applicant's Affidavit

**ALL APPLICANTS
Attach an unmounted
Full-face photograph of
yourself (approx. 2.5" x 2.5")**

**APPLICATION WILL NOT BE
ACCEPTED WITH OUT A
PHOTOGRAPH**

ALL RECORDS SUBMITTED BECOME THE PROPERTY OF THE CITY OF BILOXI

I understand that any appointment tendered me will be contingent upon the results of a complete character and fitness investigation and I am aware that willfully withholding information or making false statements on this application will be the basis for dismissal from the City of Biloxi and I agree to these conditions.

Signature of Applicant

STATE OF _____

COUNTY OF _____

Personally came and appeared before me, the undersigned authority in and for said county and state, the within named _____ who, being by me first duly sworn, states upon his/her oath that the matters and things set forth in the above and foregoing application for employment are true and correct as therein stated.

SIGNATURE OF APPLICANT

Sworn to and subscribed before me this _____ day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires:

Overview of Salary and Benefits Offered

***Annual or Vacation Leave**

Annual Leave is earned and accumulated upon completion of one month of continuous service.

Each full-time permanent and appointed employee of the City of Biloxi shall earn annual leave as follows:

*1 month to 3 years 18 days per year (based on 8 hour days)
37 months to 8 years 21 days per year (based on 8 hour days)
97 months to 15 years 24 days per year (based on 8 hour days)
Over 15 years 27 days per year (based on 8 hours days)*

***Sick Leave**

All full time employees accumulate 6.5 hours of sick leave per month beginning upon completion of two months of service.

***Medical**, dental and vision insurance available to full time employee and their eligible dependents at a low monthly cost. When a full time employee has satisfied 60 days of service, coverage will begin on the first day of the following month.

***Life/AD&D Insurance**

One (1) times employee's base salary (minimum \$25,000) which includes Accidental Death and Dismemberment for full time employee, \$5,000.00 for spouse, and \$5,000.00 for children over six (6) months old of full time employee.

***Up to twelve (12) paid holidays per year if scheduled to work:**

New Year's Day	Labor Day
Dr. Martin Luther King Jr. Day	Veterans Day
Mardi Gras Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day

***Retirement** (Public Employee's Retirement System of MS)

***Civil Service** (Full time employee)

***Educational Incentive Pay** (Full time employee)

Full-time employees with at least one year of full-time service with the City may be entitled to education benefit pay, upon application on their one year anniversary date:

- 1. Associate Degree or the equivalent of at least 64 semester hours of credits. . \$ 50.00/mo.*
- 2. Bachelors Degree \$100.00/mo.*
- 3. Masters Degree \$150.00/mo.*
- 4. Doctorate or Juris Doctorate Degree..... \$200.00/mo.*

***Tuition Assistance** (Full time employee)

**The benefits offered do not constitute an employment agreement between the employer and the employee and is subject to change by the employer.*