

**BELL COUNTY COMMUNICATIONS
APPLICATION FOR EMPLOYMENT
SUPPLEMENTAL PACKET**

Check List for submitting your application:

- Bell County Application**
- Application for Employment Supplemental Packet**
- Completed typing test from the Workforce Center**
- Two (2) completed fingerprints cards**
(Fingerprints can be taken at the Sheriff's Office, Old Jail Annex, Belton, Texas
Monday –Friday from 11-5)

Return completed packets to:

**Bell County Communications
708 W Avenue O
Belton, Texas 76513**

Bell County Communications Website:

www.co.bell.tx.us/commcenter/

For additional information:

**254-933-5535
254-933-5500**



708 W Avenue O • Belton, Texas 76513
 Office (254)933-5500 • Fax (254) 933-5937

I, _____ (signature) authorize the investigation of all statements contained in this application and supplemental. I agree to furnish or authorize Bell County Communications to collect all materials such as transcripts of academic credits, training certificates, employment verification, criminal history and driving records, and any other related material pertaining to the employment requirements of Bell County Communications.

Information (please print):

Full Name: _____

Other Names Used in the Past: _____

Social Security No.: _____ Date of Birth: _____

Driver's License No.: _____ State: _____

Have you ever been convicted of a crime in civilian or military court? _____

Conviction Date	Felony or Misdemeanor	Offense	Offense Class	City & State	Punishment

For all Bell County Communications purposes, conviction of a criminal offense includes paid fine, time served, placed on probation (includes deferred adjudication), and court ordered restitution. Do not include any violation of law committed before your 17th birthday, if the final decision was made in juvenile court or under a youth offender law.



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AUTHORIZATION TO RELEASE INFORMATION
TEXAS OPEN RECORDS ACT REQUEST

I hereby authorize you, _____ to furnish the Bell
(Name of Company/Agency/HR Department/Person

County 9-1-1 Communications Center with any and all information that they may request pertaining to my work records including any disciplinary problems, absenteeism, integrity, salary history, dates of employment, educational history, military record, criminal record and overall general reputation.

This authorization is specifically intended to include any and all information of a confidential or privileged nature as well as photocopies of such documents, if requested by Bell County 9-1-1 Communications Center.

The purpose of the information will be used for the purpose of determining my eligibility to serve as a 9-1-1 Dispatcher for Police, Fire and EMS in Bell County.

I, _____ release you and your organization from any liability which may or could result from furnishing the information requested above.

I, _____ hereby release you and your organization from any liability from the subsequent use of such information in determining my qualifications to serve as a 9-1-1 Dispatcher for Police, Fire and EMS in Bell County.

Print Name

Applicant's Signature

Date

SUBSCRIBED AND SWORN before me this _____ day of _____, 20__.

Notary Public
In and for Bell County, State of Texas
My commission expires: _____

Bell County 9-1-1 Communications Center hiring criteria and application process may be changed at any time at its discretion without prior notice.

BELL COUNTY COMMUNICATIONS
ACKNOWLEDGEMENT
SHIFT WORK

The career of a Calltaker/Dispatcher is a 24 hour, seven (7) day a week job. You will be expected even as a Trainee to work holidays, birthdays, bad weather and weekends without fail.

Your training time may include working on any or all three of the shifts. Your performance and attitude will be considered by the Shift Supervisors during these rotations.

Days off will normally be two days off during the middle of the week. Rarely, as a new recruit will you have assigned days off of Saturday and Sunday.

There are no provisions offered to anyone in reference to personal preferences.

By my below signature, I acknowledge and understand that if hired I will accept the responsibility of shift work.

Signature of Applicant

Printed Name of Applicant

Date

HOW DID YOU HEAR ABOUT US

(Please check the appropriate box)

- Job fair, which one _____
- Texas Work Force Center
- Bell County Personnel Department
- Walk In
- Radio Station
- Radio Station, which one _____
- Website
- Other



POLICE FIRE EMS

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Notice to Applicants-Drug Usage

Bell County Communications is a law-enforcement related agency, and as such, has a standard that prohibits illegal drug usage within certain time frames of application for employment. This time frame starts from the last usage of the drug.

The chart below lists the illegal drugs and the disqualification periods for each drug.

Drug	Disqualified for 6 months	Disqualified for 1 year	Disqualified for 2 years	Disqualified for 5 Years
Marijuana	Any usage			
Hashish	Any usage			
Ecstasy ("XTC")		1 – 4 times	5 – 9 times	10 or more times
Steroids		1 – 4 times	5 – 9 times	10 or more times
Methamphetamine			1 – 4 times	5 or more times
Cocaine (powder)			1 – 4 times	5 or more times
Peyote			1 – 4 times	5 or more times
Mushroom			1 – 4 times	5 or more times
Inhalants			1 – 4 times	5 or more times
Quaaludes			1 – 4 times	5 or more times
Tranquilizer			1 – 4 times	5 or more times
Any Designer Drug			1 – 4 times	5 or more times
Heroin				Any usage
LSD				Any usage
Cocaine (crack)				Any usage
PCP				Any usage
Other Illegal Drugs				Any usage

Applicants may re-apply for employment with Bell County Communications after all minimum requirements are met.