



221 Franklin Turpike Mahwah, NJ 07430 (201) 529-1000, Fax: (201) 529-0240

- Chief of Police E-Mail: admin@mahwahpd.org
- 1. Type or Print in black ink only.
- 2. Attach resume and certificates.

Name:Last		First		Middle		
Address:Street		City		State		Zip
Home Phone:			Cell Phone: _			
Date of Birth:			Social Securi	ty #: _		
Drivers License #:				_	State:	
Do you have any prior dis If yes; state when, where		Yes	No			
Were you ever employed If yes; state when, where		Borough?	Yes N	10		
Have you ever been finge If yes; state when, and w	•	No				
Have you ever been arres (Include expungements)		,	,	ourt?	Yes	No



Department of Police Township of Mahwah, County of Bergen, State of New Jersey



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SALARY

Please check boxes of all applicable training you have completed and attach certificate. Basic Telecommunicator Criminal Justice Information System (CJIS) Emergency Medical Dispatch

List all schools, colleges and training courses you have attended: ______

Other than English, do you speak/understand any other language? If so, list: _____

State any experience you have that qualifies you for the position of dispatcher (ex. computer skills):

List all employment during the past five (5) years, starting with the most recent occupation:

FROM-TO	POSITION	COMPANY/TOWN	SUPERVISOR



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Position currently seeking: [] Full Time [] Part Time [] Per Diem [] Any

I authorize investigation of all statements contained in this and any future applications for the Mahwah Police Department. I understand that misrepresentation, and/or omission of fact called for, will preclude employment and void my application for employment with the Township of Mahwah.

Applicants Signature: _____

Date:

Please read the following page regarding the essential job functions for the position of Police Dispatcher.



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The following are essential job functions for the position of police dispatcher:

- 1. Speak and understand English clearly.
- 2. Clearly write in English using proper grammar.
- 3. Answer phones clearly and politely at all times, sometimes under very stressful situations.
- 4. Answer 9-1-1 emergency calls.
- 5. Handle multiple emergency calls simultaneously.
- 6. Lead and direct all phone conversations.
- 7. Conduct phone conversations while simultaneously monitoring all radio traffic.
- 8. Monitor multiple radio frequencies at the same time.
- 9. Relay information via phone/radio to emergency services with speed and accuracy.
- 10. Interact with the walk-in public at headquarters.
- 11. Dispatch emergency services as needed.
- 12. Be familiar with computers.
- 13. Must be good with typing and computers.
- 14. Read and comprehend technical manuals for computers.
- 15. Be able/willing to work long hours when necessary.
- 16. Be able/willing to work rotating shifts.
- 17. Sit for long periods of time, sometimes without break or relief.
- 18. Observe video monitors.
- 19. Have dexterity to perform dispatch functions.
- 20. Lift small amounts of weight such as computer paper boxes and small equipment.
- 21. Dispatchers are on a probation period for one (1) year from the date of hire.
- 22. Dispatchers may work 12-Hour shifts.
- 23. Full-Time Dispatchers must be available for early call-in.

Part-Time and Per-Diem dispatchers are called on an as needed basis. Dispatchers must fulfill time obligations and maintain on-going department training or will be removed from the department's active roster.

I have read the above listed job functions for Police Dispatcher and believe I can perform these essential functions.

Signature: ____

Date: _____