



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

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

Check List for submitting your application:

- Bell County Application**
- Communications Center Supplemental Packet**
- Completed typing test from the Workforce Center
Net Score of 40 WPM is Minimum Requirement**

**Documentation required if offered the Telecommunicator position:
(Texas Administrative Code Title 37 Part 7 Chapters 217.2 and 217.3)**

- Proof of Citizenship - Certified copy of Birth Certificate**
- Proof of Education - Certified copy of High School Transcripts, GED or
College Degree**
- Military Discharge paperwork, if applicable**
- Certified Copy of Court Disposition for any charges Class B or above or any
Family Violence offense, if applicable**

Return completed packets to:
Bell County Communications
708 West Avenue O
Belton, Texas 76513
Bell County Communications Website:
www.bcc911.com



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BELL COUNTY COMMUNICATIONS
ACKNOWLEDGEMENT
SHIFT WORK

The career of a Public Safety Telecommunicator is a 24 hour, seven (7) day a week job. You will be expected to work holidays, birthdays, bad weather and weekends without fail.

You will be assigned to a shift that you are needed on and you will be expected to work that shift without exception.

The assigned Regular 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



I, _____ (signature) authorize the investigation of all statements contained in this application and supplemental packet. 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, 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: _____

Are you a U.S. Citizen: Yes No

Social Security No.: _____ Date of Birth: _____

Driver's License No.: _____ State: _____

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

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; any conviction record that was expunged under federal or state law; or minor traffic violations.

All other convictions must be included.

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

Bell County Communications is a law-enforcement related agency, and as such, has a standard that prohibits illegal drug usage/purchase/delivery/sale within certain time frames of application for employment. See www.bcc911.com for Bell County Communication's applicant drug usage policy.

Complete the table below and answer all questions accurately and completely. Have you ever used, sold, experimented with, or provided another with any of the following illegal drugs?

<i>Illegal Substances</i>	<i>YES or NO</i>	<i>IF YES: Number of times in life</i>	<i>Last Time of Contact</i>	<i>Form(s) of Drug(s)</i>	<i>Used, Sold, Experimented, Provided</i>
Marijuana					
Synthetic Marijuana (Spice, K2, etc.)					
Hashish					
Any Designer Drug					
Ecstasy ("XTC")					
Non-Prescribed Steroids					
Speed (Methamphetamine)					
Cocaine (powder)					
Any Hallucinogens					
Any Tranquilizer					
Any Inhalants					
Heroin					
"Crack" Cocaine					
Barbiturates					
Amphetamines					
Non-Prescribed Controlled Medication					
Other Illegal Drugs					

Signature of Applicant: _____ Date: _____

Information provided on this form is not an automatic disqualifier from employment. Factors such as age and time of occurrence, frequency, substance, involvement, and circumstances involved will be considered.

If you would like to provide any information regarding the entries above use the space below:

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
- Website
- Other