

**LeeComm**  
 2530 255th St.  
 Montrose, IA 52639  
 319-372-1152

We are an Equal Opportunity Employer and we are committed to excellence through diversity.

The application must be fully completed to be considered.

## Personal Information

Name

Address	City	State	Zip
---------	------	-------	-----

Phone Number	Mobile Number	Email Address
--------------	---------------	---------------

Are You A U.S. Citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are You Willing to Submit to a Background Check? Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

If Selected For Employment Are You Willing To Submit to a Pre-Employment Drug Screening and/or Physical?  
 Yes  No

## Position

Position You Are Applying For	Available Start Date	Desired Pay
-------------------------------	----------------------	-------------

Employment Desired

Full Time       Part Time       Seasonal/Temporary

## Education

School Name	Location	Years Attended	Degree Received	Major

## References

Name	Title	Company	Phone

## Employment History (Most Recent 1st)

<b>Employer (1)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (2)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip
<b>Employer (3)</b>	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

## Signature Disclaimer

I hereby certify that the information in this Application for Employment is true, correct, and complete to the best of my knowledge. I certify that I have answered all questions to the best of my ability and I have not withheld any information that would unfavorably affect my application for employment.

I also understand and acknowledge that if I am employed by LeeComm that any misrepresentation or omission of any fact whenever discovered in my application or during any interviews, may be the cause for my rejection from employment or may result in my subsequent dismissal if I am hired.

I also understand that if I accept a position, the statements on this application will become part of my permanent record. I also understand that an offer of employment is conditioned upon the completion of a satisfactory background check which may include, but is not limited to the following: criminal, child abuse registry, and a department of transportation (DOT) driving record (if a driver's license is required for the position applied).

I also understand that before any conditional offer of employment is forwarded by LeeComm, all prospective employees must sign a waiver and release form which gives permission to LeeComm to conduct: 1) Release of Criminal History Records Check, 2) Release for Child Abuse Registry Check, 3) a Driver's Record Check, 4) Education Verification, and 5) Background Information.

Name (Please Print)	Signature
Date	

**LEECOMM BACKGROUND CHECK INFORMATION:**

In addition to the above information, a thorough background check will be conducted by LeeComm. "YES" answers to the following questions will not necessarily result in denial of employment. We will consider all the circumstances, including the date and nature of events that led to the actions described below. Your written explanation will assist us in determining your eligibility and suitability for employment. Please note that your failure to provide complete, truthful and accurate information will most likely lead to LeeComm not hiring you and/or, if you are hired, terminating your employment upon the discovery of the incorrect, false or inaccurate information.

1. Have you ever been convicted of, admitted committing, pleaded no contest or entered an Alford plea, or are awaiting trial for any crime (excluding only minor traffic violations that do not involve any allegations of driving under the influence of alcohol or drugs or involve reckless driving) and/or has any civil court, agency, or licensing body entered a finding against you that you committed spousal, child or dependent adult abuse and/or have any civil court or agency charges pending against you for spousal, child or dependent adult abuse? You must answer "YES" even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "YES," on a separate sheet of paper attach and provide an explanation including dates of the proceedings, the name and address of the court, agency, and/or licensing body where the proceedings occurred, a statement of the accusation against you and the final disposition of the matter.

No \_\_\_ Yes \_\_\_, attach a separate sheet for explanation.

2. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer? You must answer "YES" even if the matter was later resolved with any form of settlement or severance agreement, regardless of the terms. If you answer "YES" you must provide the date of termination or resignation and other action concerning tenure, reappointment or continuing contract denial, and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

No \_\_\_ Yes \_\_\_, attach a separate sheet for explanation.

3. Have you ever had any license or certificate of any kind (e.g. driver's license or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned, or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "YES" you must provide the dates of proceedings, name, address and telephone number of the agency or body or employer and where proceedings took place, a statement of the accusations against you, the final disposition and/or current status of the charge or complaint.

No \_\_\_ Yes \_\_\_, attach a separate sheet for explanation.

**LeeComm Waiver and Release**  
Criminal & DOT Background Check

Dear Prospective Employee:

As a condition of employment with LeeComm, we require a criminal history records check from any law enforcement agency or judicial record agency that we consider appropriate. Please note that the law enforcement agency or judicial record agency will require your written permission and release before providing the background information requested. (See attached documents).

The employer's offer of employment will be automatically withdrawn and/or you will be terminated should the following be true:

1. Information discovered in the course of such a check conflicts with statements you made on your employment application, during your interview, or on any other document that you provided as part of your application process.
2. This check reveals you have been convicted of any offense involving the sexual molestation, physical or sexual abuse or rape of a child or any other felony that, in the employer's opinion, is related to the position for which you are applying.
3. Conviction of a drug offense or an offense involving violence may result in withdrawal of any offer.

I have read and fully understand the above information and give my permission to LeeComm to perform the background verification described herein as part of its employment process.

Signed \_\_\_\_\_

Date: \_\_\_\_\_

Print Name \_\_\_\_\_

Witness to Signature \_\_\_\_\_

**LeeComm**

Background and Employment Information Authorization and Release

The undersigned, \_\_\_\_\_, (hereinafter "Prospective Employee") hereby authorizes any present and/or former employer to provide information about his/her background for employment purposes to LeeComm, 2530 255th St., Montrose, Iowa 52639, a prospective employer (hereinafter "Employer"), who may make such an informational request.

Information to be appropriately released may include, without being limited to:

- Positions Held
- Experience
- Performance Evaluations
- Qualifications
- Professional Assessment of Strengths, Skills, Abilities
- Professional Conduct
- Attendance Record
- Confirming Dates of Employment
- Criminal Record
- Reasons for Leaving Employment
- Other information Pertinent to the Position Applied for
- Reasons Why or Why Not Rehire
- Training

Any information acquired by the employer under this authorization shall be for their confidential use only, and shall not be communicated in any way to other employers, agencies, educational institutions or any other business or organization requesting such information for any purpose. Furthermore, the employer shall use the information acquired under this authorization solely to determine the Prospective Employee's fitness for the position available or to verify credentials claims and/or other information supplied by the applicant.

The undersigned Prospective Employee, to the extent permitted by law, hereby releases the present and/or former employer from any and all liability resulting from the release of the aforesaid information to LeeComm. This Release covers all injuries, damages, and claims whether known or not and which may hereafter appear or develop, arising from the providing of such information as authorized above. Specifically, the undersigned agrees to discharge the former employer, its agents or employees from any and all claims resulting from or due to the good faith release of information arising under: breach of contract; interference with contractual relations; unintentional misrepresentation; any violation of a State or Federal constitution; invasion of privacy; defamation/slander; or any other federal or state violation or cause of action including the undersigned's individual contract and employment or applicable collective bargaining agreement, whether currently in effect or previously in effect.

Prospective Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Witness' Signature \_\_\_\_\_

## Telecommunicator Skills List

### *Communications:*

- Ability to write and type legibly.
- Ability to professionally and accurately communicate both orally and in writing.
- Ability to read and understand written and electronic communication.
- Ability to hear and comprehend information and sounds coming through a communication device.
- Ability to speak with sufficient clarity in person or with a communication device.

### *Job Performance:*

- Ability to maintain composure and handle stressful situations.
- Ability to act in a decisive manner using good judgment.
- Ability to effectively prioritize situations and information, and make appropriate decisions based on the information received.
- Ability to listen, act, and remain focused during stressful and non-stressful situations.
- Ability to multi-task under a variety of circumstances.
- Ability to maintain a professional demeanor at all times.
- Ability to adapt to new or unique situations.
- Ability to perform work- related requests and directives.
- Ability to learn and apply new information and techniques.
- Ability to testify in court in a professional manner.
- Ability to learn jurisdictional boundaries as well as surrounding geography.

### *Judgment:*

- Ability to respect private and confidential information.
- Ability to recognize when to self-initiate decision making while recognizing when to seek guidance and/or clearance from a supervisor.
- Ability to detach from caller's emotions yet remain empathetic.
- Ability and willingness to accept responsibility for one's actions and decisions.

### *Relationships with Others:*

- Ability to work cooperatively with supervisors and peers.
- Ability to act in a mature and professional manner.
- Ability to work in a team environment and support other team members.
- Ability and willingness to accept criticism without reacting defensively, rationalizing mistakes, or blaming others.
- Ability to adapt to a variety of internal and external work circumstances.

### *Initiative and Reliability:*

- Ability to show initiative in completing job tasks.
- Ability to handle both task and people oriented duties.
- Ability to evaluate previous incidents in order to improve performance.
- Ability to manage personal stress.

**Telecommunicator Essential Job Tasks**

1. Process calls received on all designated telephone lines.
2. Accurately record information provided by callers.
3. Question callers to determine location and nature of problem, and accurately classify as an emergency or non-emergency call.
4. Simultaneously perform various tasks while in reception of multiple audio and visual sources (channels, talk groups, monitors, etc.). This includes answering multiple telephone calls for assistance and being able to quickly and effectively prioritize their call intake/call taking process. Effectively manage the process of simultaneous telephone calls and radio traffic from field personnel.
5. Determine in a timely manner, the destination for referral of calls and complete the transfer with confirmation of its reception to the appropriate location. Initiate the call intake process of information needed for immediate dispatch.
6. Identify the jurisdictional responding agency and the priority of the call. Locate and dispatch the closest appropriate resource.
7. Document appropriate narrative data for dispatch. Document information received on an "open line" call. Continue to document traffic from field units into computer system or manual card system and update unit status as appropriate.
8. Provide updates on calls when applicable.
9. Maintain professional voice tone during emergency and non-emergency situations received by telephone and radio.
10. Receive and process all calls for service according to agency policies and/or procedures.
11. Communicate with citizens from various backgrounds and who vary in age, gender, and mental abilities, and may be under the influence of alcohol/drugs. Attempt to utilize foreign language interpreter service, as applicable, when a foreign speaking individual calls for assistance in order to determine nature and location of problem.
12. Process information from citizens who cannot or will not provide appropriate and necessary information to initiate a call.
13. Receive calls transferred from other agencies and process.
14. Prioritize pending calls for service. Be cognizant and aware of potential duplicate calls or related calls.
15. Re-contact callers that are disconnected to determine nature and location of call or event in accordance with local protocol.
16. Operate TDD and TTY equipment in order to process calls from hearing or speech impaired individuals in need of service.
17. Possess and maintain knowledge of agency policies and procedures.
18. In accordance with local protocol, be able to advise citizens of actions to take during emergency and non-emergency situations.
19. Be able to refer or process internal complaints or requests for repair or service of agency equipment and systems.
20. Process and prioritize various information requests using local, state, federal, and international databases in a computer environment.
21. Receive, document, and disseminate additional requests for information and resources.
22. Disseminate to other agencies pertinent information via telephone, radio, computer, or other appropriate communication devices.
23. Monitor equipment alarms. Monitor other alarms from outside sources if applicable.
24. Coordinate, document, and track the response of mutual aid resources.
25. Immediately respond to requests for back up units and dispatch according to local protocol.

**LeeComm Wages and Benefits**

**Beginning July 1, 2018:**

Entry Level	\$17.16/hr
After 1 Year	\$17.30/hr
After 2nd Year	\$18.48/hr
After 3rd Year	\$18.61/hr
After 4th Year	\$19.85/hr
After 5th Year	\$19.99/hr
Dispatcher in Charge	\$20.59/hr

**Longevity Bonuses** are Given in the Following Increments in One Lump Sum at the End of the Year:

After 5 years of service-	\$250
After 10 years of service-	\$350
After 15 years of service-	\$450
After 20 years of service-	\$550
After 25 years of service-	\$650

**Benefits include Health, Dental, Vision, Life Insurance, Flex Spending HSA**

Health-	\$19.60 per month for individual, \$113.05 per month for family
Dental-	\$0.00 per month for individual, \$59.95 per month for family
Vision-	\$0.00 per month for individual, \$9.02 per month for family

**Vacation and Personal Leave**

During year 1	3.33 hours per month
During year 2 thru 6	6.67 hours per month
During year 7 thru 9	10 hours per month
During year 10 thru 19	13.33 hours per month
During year 20 and after	16.67 hours per month

Each employee receives 36 hours of personal time per year, pro-rated from your initial start date during year 1.

**Paid Holidays and Premium Pay**

Each employee receives holiday pay on 11 holidays per year that equal 8 hours regardless if you work or not. If an employee works on a holiday then that employee receives time and one half of their regular rate of pay in addition to their 8 hours of regular holiday pay.

These wages and benefits are negotiated through a union contract with the IUPAT PPME Local 2003. Union members pay monthly dues, please contact a union steward for more information.