

**TOWN OF SAN ANSELMO
SUPPLEMENTAL APPLICATION FORM (SAF)
POLICE COMMUNICATIONS DISPATCHER**

Name (Please Print)

INSTRUCTIONS

Each candidate must complete this supplemental application form as part of the application and examination process. Initial evaluation of your qualifications for this position will be determined by your responses to these questions.

ALL INFORMATION IS SUBJECT TO VERIFICATION

YES NO

_____ 1. Can you type at least 35 words per minute net?

<p><u>Note:</u> Applicants for Police Communications 9-1-1 Dispatcher Trainee must furnish a keyboarding / typing certificate for a minimum of 35 words per minute net from a recognized agency such as a school or employment agency.</p>

_____ 2. Are you willing to work any and all shifts including afternoons, evenings, weekends, and holidays?

_____ 3. Do you have one year of varied clerical experience involving substantial public contact?

<p><u>Note:</u> If you answer yes to question 3, you must provide specific information and examples that support your answer. Limit your response to no more than one page and print your name at the top of the page and attach to this supplemental form. Do not write "See resume" or "See application" as a response. *** Failure to complete this question if your answer is "yes" will disqualify your application from further consideration. ***</p>

I hereby certify that my answers to the questions on this application are complete and true to the best of my knowledge. I agree and understand that any mis-statement of material fact contained in this application will cause me to forfeit all rights to employment with the Town of San Anselmo.

Signature

Date