

**COMMUNICATIONS OFFICER SUPPLEMENTAL QUESTIONNAIRE
Duluth Police Department**

Name: _____

This questionnaire will assist in determining your potential suitability for the position of Communications Officer.

LENGTH OF WORK EXPERIENCE

Write in the total number of years and months of experience in the following areas:

TASK	YEARS/MONTHS
High-Pressure, Fast Paced, Multi-Tasking Jobs	/
Public Safety Radio Dispatching	/
Public Safety Call Taking	/
Phone Contact with the Public	/
Multiple Line Phone Systems	/
Computer Data Entry	/
Map Reading	/
Alpha/Numeric Filing	/
Completing Business Forms	/

SPECIFIC WORK EXPERIENCE

Describe in detail your experience in a public safety communications center:

Describe in detail your experience in jobs involving high pressure, fast paced, multi-tasking assignments:

Describe in detail your experience in jobs involving public contact, either in person, or by phone:

SPECIFIC KNOWLEDGE

Describe your knowledge of the highways, main streets, landmarks, major buildings, and geographical areas of the City of Duluth.

JOB CONDITIONS

This position will require the following working conditions. Please place your initials beside each item to indicate your acknowledgement of the requirement and your acceptance of these conditions.

- Working 8, 10, or 12 hour shifts _____
- Changing shifts/rotating shifts _____
- Various days off during the week _____
- Working weekends _____
- Working holidays _____

CERTIFICATION

I certify that all the information on this Supplemental Questionnaire is true and accurate to the best of my knowledge. I understand that this form is considered part of the job application package, and that any falsehoods or representation of facts will be grounds for disqualification from consideration and/or termination of employment.

Signature

Date

Printed Name

Date