EMERGENCY DISPATCHER EMPLOYMENT APPLICATION

An Equal Opportunity Employer

City of New Braunfels - Human Resources
424 S. Castell Avenue
New Braunfels, Texas 78130
Mailing: P.O. Box 311747
New Braunfels, TX 78131-1747
(830) 221-4390 (830) 608-2123 FAX
http://www.nbtexas.org/jobs

Position applying for: __Emergency Dispatcher_____ TCLEOSE ID Number: _____

Date

_____
Last Name First Name Middle Name

_____
Current Street Address City State ZIP Code

_____
Current Mailing Address (if different from above) City State ZIP Code

(_____)_____(_____)_____(_____)_____
Home Telephone Cell Telephone Work Telephone

_____
Last Four Digits of Social Security Number Email (optional)

M.I

Are you at least 18 years of age? ☐ Yes ☐ No

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No (Verification will be required)

Have you ever served in the U.S. Armed Forces? ☐ Yes ☐ No Date of Service: _____ to _____

Type of Discharge: _____

Have you lived in any state other than Texas? ☐ Yes ☐ No If yes, please list: _____

First Name

Have you ever been employed by the City of New Braunfels? ☐ Yes ☐ No
If yes, please provide the following information:

Department	Position	From	To

Are you related by blood or marriage to any current City of New Braunfels employee or City Council member? ☐ Yes ☐ No
If yes, please provide the following information:

Name	Relationship	Department/Position

Have you been convicted of a DUI or DWI within the past 10 years? ☐ Yes ☐ No

Has your driver's license been, or is it currently restricted, suspended, denied renewal or revoked? ☐ Yes ☐ No

Do you have charges pending or have you admitted guilt (including a plea of no contest) or been found guilty, including deferred adjudication, of committing a felony or Class A or B misdemeanor? ☐ Yes ☐ No
Note: Include offenses for which probation was granted, exclude minor traffic violations, but include DUI/DWI.

Last Name

If yes, to charges pending or admission of guilt as defined above, provide the following information:

Date	Offense	City, County and State of Offense	Disposition

PRINT NAME

IMPORTANT! A conviction or deferred adjudication record will not be an absolute bar to employment. Factors such as nature of offense, date and relationship between offense and the position for which you are applying will be considered. **However, a false statement or omission of any information will bar employment.**

Employment History: List the last three (3) employers (including military service). Begin with your present or most recent position.
NOTE: This section must be completed. Additional pages and/or a resume may be attached to show additional positions.

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly OR _____ Annual
Supervisor's Telephone	May we contact this employer? ☐ Yes ☐ No
Position Title	Reason for Leaving
Job Duties *(Please summarize duties and responsibilities)*	

Name of Employer	Supervisor(s) Name/Title
Address	Employment Dates _____ From (mo/yr) _____ To (mo/yr)
City, State, ZIP Code	Current or Ending salary _____ Hourly OR _____ Annual
Supervisor's Telephone	May we contact this employer? ☐ Yes ☐ No
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City, State, ZIP Code	Current or Ending salary _____ Hourly OR _____ Annual
Supervisor's Telephone	May we contact this employer? ☐ Yes ☐ No
Position Title	Reason for Leaving
Job Duties *(Please summarize duties and responsibilities)*	

Comments: Include explanation of any gaps in employment: _____

_____

Have you ever been discharged from any employment or been asked to resign in lieu of discharge? ☐ Yes ☐ No

If yes, specify the employer and circumstances: _____

_____

Education

List Name and Location of Schools: (Note: Applicants may be required to provide proof of diploma, degree, transcripts and/or registrations.)	Circle Highest Grade Completed	Did you graduate or achieve GED?
High School or GED: _____	1 2 3 4 5 6 7 8 9 10 11 12	☐ Yes ☐ No
College or University: _____ *Subjects Studied:* _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved
College or University: _____ *Subjects Studied:* _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved
Vocational or Technical School: _____ *Subjects Studied:* _____	Dates Attended (mo/yr)	Diploma/Degree/Certificate Achieved

Job Related Skills and/or Licenses and Certifications

List all licenses or certifications you hold or can qualify to hold at this time:

Type	Issuing Entity/Organization	State Issued In	Expiration Date

Driver's License Number _____ License issued by the State of _____ Expires _____

What type of license(s) do you have? Operators ☐ A ☐ B ☐ C ☐ M **OR** Commercial (CDL) ☐ A ☐ B ☐ C

What skills or additional training do you have that are related to the job for which you are applying?

Type	Please explain skills or training and list the number of years/months experience
Computer software *(Microsoft Office, data entry-type, GIS, etc.)*	
Heavy equipment *(front end loader, backhoe, etc)*	
Maintenance skills *(painting, plumbing, custodial, grounds, etc)*	
Technical/Skilled craft *(mechanic, electrician, engineering, etc)*	
Other special skills or training	

Bilingual Skills: Please complete if you speak a language other than English.

Language	*Speak*	*Read*	*Write*
_____	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair
_____	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair	☐ Fluent ☐ Good ☐ Fair

NOTE: Applicants may be required to provide copies of licenses and certifications.

Date of Birth: _____

References

List three (3) employment, professional or academic references, unrelated to you, who have knowledge of your professional work experience.

Name	Company Name and Address	Telephone	Relationship

Have you ever used an alias or worked or attended school under any other names, including maiden name? ☐ Yes ☐ No

If yes, give name(s): _____

Source of Referral

How did you find out about this position? (Please check all that apply.)

☐ Walk-In ☐ City Employee ☐ City Website ☐ Cable Television

☐ New Braunfels Herald-Zeitung ☐ Other Website: _____

☐ Other Newspaper: _____ ☐ Professional Publication: _____

☐ Job Fair: _____ ☐ Other: _____

Please read each statement carefully before signing.

By my signature below, I certify, authorize or acknowledge:

I have read and understand the job posting for the position(s) for which I am applying and certify that all the information provided by me in connection with my application, whether on this document or any attachment, is complete, true and correct. I know the City of New Braunfels (City) will rely upon this information in making a decision to hire me. Consequently, I further understand that any misstatement, falsification, or omission of information will void my application and prevent any further processing. If the City obtains such information after I am hired, I will be subject to termination from my employment with the City, regardless of when and how discovered;

For the purpose of verification, any persons, organizations, and educational institutions listed on this application or any attachment may give any and all requested information concerning my previous employment, education, experience or other information to the City, and I release all such parties from all liability from any damages which may result from furnishing such information;

As a condition of employment with the City, I must provide legal proof of authorization to work in the United States;

As a condition of employment with the City, I must successfully pass a thorough background investigation, which may include but is not limited to a criminal history check and driving record verification through an investigative agency or bureau selected by and at the expense of the City. I hold the City of New Braunfels harmless for any and all liabilities arising out of its investigation of my application for employment;

As a condition of employment with the City, I may be required to submit to a medical examination and/or drug test by a physician or laboratory selected by and at the expense of the City at such time as is required;

Any offer of employment with the City is at-will and does not constitute a promise or guarantee that my employment will continue for any specified period of time. Employment with the City is for an indefinite term and either the City or the employee can terminate the employment at any time, with or without cause, and with or without notice;

As a condition of employment with the City, I understand that all employees with the City hold Essential Services positions and provide services in the course and scope of their employment for the benefit of the general public during emergency situations. All City employees may be required to work immediately before, during, or immediately after an emergency or disaster as required, unless a waiver is requested and approved;

I am aware that this application and all attachments will become the property of the City and will become a part of my personnel file if I am accepted for employment. Furthermore, this application and all attachments becomes a public record and are subject to disclosure in compliance with the Open Records Act; and

I understand that if a position is offered, it is my duty and responsibility to inform the hiring department or the Human Resources Department, of any necessary change on the information submitted on this application, including but not limited to any criminal charges or traffic violations I may receive on the date below and up to the date of hire.

Signature: _____ Date: _____

EMPLOYMENT INFORMATION PAGE

A Supplement to the Employment Application

Thank you for your interest in employment with the City of New Braunfels (City); we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in our assessment of you. Please read the following information carefully before completing the Employment Application.

- The City is an **Equal Opportunity Employer** and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. Reasonable accommodation for persons with disabilities will be made upon request; please provide at least forty-eight (48) hours advance notice.
- Please use blue or black ink when completing the Employment Application; print or type only. If an item does not apply, insert "N/A" in the blank.
- The City requires all individuals who wish to be considered for employment to complete and sign an Employment Application. **A resume may be attached to the application but may not be substituted for the application.** Incomplete applications will not be processed.
- The application form and all attachments become the official property of the City. Any questions or concerns regarding the application process should be directed to the Human Resources Department.
- If a deadline is given for a position vacancy, completed applications must be received in the Human Resources Department office by 5:00 pm on the date of the deadline to apply.
- The employment process takes a minimum of three (3) weeks from the time an application is submitted, or the date of the deadline to apply; however, some positions may take longer. The hiring department will contact applicants selected for interviews and will make the final hiring decision.
- All information on the application form and/or attachments is subject to verification by the City. As a condition of employment, applicants will be subject to a criminal background check, medical examination (for certain positions), drug test, and verification/review of driver's license record. Applicants refusing to cooperate, failing to show up for a scheduled appointment and/or failing to successfully pass required tests will be disqualified for consideration of employment with the City for a one (1) year period.
- For information concerning the status of your application, please call Human Resources at (830) 221-4390 during business hours: Monday through Friday, between the hours of 8:00 am and 5:00 pm. Please check the City website for observed holidays.
- Completed applications may be submitted to the Human Resources Department in person, by mail, or by fax to:

City of New Braunfels
Human Resources Department
424 S. Castell Avenue
New Braunfels, TX 78130
Fax: (830) 608-2123

http://www.nbtexas.org/jobs

VOLUNTARY DISCLOSURE STATEMENT

A Supplement to the Employment Application

Please return to Human Resources with your Employment Application.

_____

Last Name First Name Middle Name

The City of New Braunfels is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, color, sex, religion, national origin, age or disability. You are invited to complete the following information to assist us in complying with federal record keeping requirements. Your response shall remain confidential, will remain separate from your application, and shall not affect a decision regarding your employment.

Age: ☐ Under 40 ☐ Over 40

Sex: ☐ Male ☐ Female

Race/Ethnic Identification: (check one)

☐ Hispanic or Latino – *Includes persons of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race*

☐ White (Not Hispanic or Latino) – *Includes persons having any origins in any of the original peoples of Europe, the Middle East, or North America*

☐ Black or African American (Not Hispanic or Latino) – *Includes persons having origins in any of the Black racial groups of Africa.*

☐ Native Hawaiian or other Pacific Island (Not Hispanic or Latino) – *Includes persons having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Island*

☐ Asian – *Includes persons having origins in any of the original people of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

☐ American Indian or Alaska Native – *Includes persons having origins in any of the original people of North and South America (including Central America), and who maintains tribal affiliation or community attachments.*

☐ Two or More Races – *Includes persons who identify with more than one of the specified races.*

Veteran Status:

☐ None (includes those with insufficient military service to qualify for Veteran Status)

☐ Non-Disabled Vietnam-era Veteran

☐ Non-Disabled Veteran other than Vietnam Conflict

☐ Disabled Vietnam-era Veteran

☐ Disabled Veteran

American With Disabilities Act (ADA) Status:

Do you have a disability under ADA? ☐ Yes ☐ No

Disabled means (1) physical or mental impairment that substantially limits one or more life activities, (2) record of such an impairment, or (3) being regarded as having such an impairment.

Education Level: (check your highest level of education)

☐ GED ☐ High School Diploma ☐ Some College Hours ☐ Other _____

☐ Associates Degree ☐ Bachelors Degree ☐ Masters Degree ☐ Ph D

EMERGENCY DISPATCHER

Department:	**Police**	Class Code:	**16604**
Revised Date:	**April 2011**	FLSA Status:	**Non-Exempt**

GENERAL PURPOSE: Under general supervision, responds to emergency and non-emergency calls for law enforcement, fire and emergency services; identifies and dispatches appropriate public safety units, and gathers and relays critical information.

PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Provides dispatch services for multiple City departments; follows and complies with New Braunfels Police Department (NBPD) policies and procedures to assure the safety of Police Officers, Firefighters, other emergency services personnel, and the public.
- Answers incoming emergency and non-emergency calls; interviews callers and gathers details; prioritizes calls for service and determines appropriate personnel to respond; dispatches emergency responders; relays pertinent information to law enforcement and emergency services officers in a concise, organized and understandable manner; notifies critical incidents to City personnel as required.
- Provides information, instructions and assistance to the public within scope of authority.
- Provides dispatch services for multiple City departments; keeps track of a wide variety of law enforcement and emergency services agencies, resources, personnel, incidents and trends.
- Provides detailed call information to officers as needed; maintains status and awareness of NBPD patrol unit locations; monitors message traffic and relays information to Officers.
- Performs inquiries and criminal history checks for Officers through National Crime Information Center (NCIC), and Texas Law Enforcement Telecommunications System (TLETS).
- Enters emergency assistance calls into the computer aided dispatch (CAD) incident logs; inputs law enforcement and criminal justice system information into the TLETS & NCIC computer system as directed; enters and processes data for records, reports, forms, and files; maintains and updates records, files, and system databases ensuring accuracy; queries databases, collects statistical data and compiles data for reports.
- Contacts and communicates with other law enforcement, agencies, jurisdictions, and emergency services agencies for additional information and resources as needed, and relays information regarding incidents; maintains a variety of law enforcement and emergency services agencies, resources, personnel, incidents, and trends.
- Receives and sends information to and from other agencies and jurisdictions.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned or required.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or GED, AND one year of customer service experience, preferably in a high volume call center or dispatching center; OR an equivalent combination of education and experience. Demonstration or testing of skills may be required. Some college education is preferred.

Required Licenses or Certifications:

- Must obtain certificates in Emergency Medical Dispatch, and TLETS/NCIC systems within one (1) year of date of hire.

Required Knowledge of:

- City policies and procedures.
- Police Department policies and procedures.
- Personal computers, and related law enforcement communications equipment.
- Local and regional geographical area, road systems, and the locations of landmarks and buildings.
- Principles of record keeping, case files and records management.
- Legal system and law enforcement agency terminology.
- Applicable state and Federal rules, codes and regulations;
- Modern public safety principles, procedures, and operations.

Required Skill in:

- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Obtaining accurate information from hostile or emotional callers.
- Communicating clearly and concisely and relaying details accurately.
- Recalling names, numbers and locations, and reading maps quickly and accurately.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Public relations and customer service.
- Effective communication, both verbal and written.

Physical Demands / Work Environment:

- Work is performed in a fast paced, high volume call center environment; subject to sitting, standing, bending, and reaching for extended periods of time; and ability to safely pull, push, lift, and carry items weighing up to forty (40) pounds.
- May be required to work immediately before, during or immediately after an emergency or disaster.

NBPD EMERGENCY DISPATCHER MINIMUM STANDARDS

The following are the minimum standards for applying for Emergency Dispatcher with the New Braunfels Police Department (NBPD). An applicant will be deemed unsuitable for appointment to a beginning position whenever the applicant does not meet any of the minimum standards. The City may reject an applicant for one or more of the following reasons listed below. Time calculations for an action that constitutes rejection for a specified period of time shall be calculated from the date the application for employment is submitted by an applicant:

(1) Applicant must pass all parts of the employment testing to include but is not limited to: polygraph, psychological exam, physical exam, background check, practical exercises and interviews;

(2) Applicant must not have a conviction of or admission to conduct that constitutes a Class B Misdemeanor under the State Law or equivalent under federal law, to include the Uniform Code of Military Justice (UCMJ) within the past ten (10) years; this includes deferred adjudication, court ordered community supervision, or probation;

(3) Applicant must not have a conviction of or admission to conduct which constitutes a Class A or felony under state or federal law to include the Uniform Code of Military Justice (UCMJ) on or after the applicant's seventeenth (17th) birthday regardless of the date of the offense shall result in permanent disqualification; this includes deferred adjudication, court ordered community supervision, or probation;

(4) An applicant shall not be considered for employment while charges are pending for any criminal offense or while he/she is currently on probation or deferred adjudication for **any offense**;

(5) Applicant shall be permanently rejected if found to have been convicted of or admitted to any of the following:

a) Criminal Negligent Homicide

b) Public Lewdness

c) Indecent Exposure

d) Perjury

e) Tampering or Fabricating Physical Evidence

f) Impersonation of a Public Servant

g) Official Oppression

h) Theft by a Public Servant

i) Prostitution or Promotion of Prostitution

j) Gambling

k) Family Violence (Class C included)

l) Non-Payment of Taxes, or Other Just Debts

m) Proven Abuse of Workers Compensation Benefits

(6) Applicant shall be rejected by making or knowingly attempting to make a false statement in any material fact in the application, examination, or appointment;

(7) Applicant must make application in the manner prescribed in the posted guidelines and file the application with the City of New Braunfels within the time limits prescribed in the posted guidelines;

(8) Applicant will be rejected if employment would result in a violation of the City's Personnel Policy on Nepotism, as defined in the City Personnel Policies Handbook;

(9) Applicant must be a citizen of the United States of America by birth or naturalization;

(10) Applicant must be at least eighteen (18) years of age to be eligible for hire and licensing through the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) as a Dispatcher.

(11) Applicant must meet minimum educational requirements: a) high school diploma, or b) General Educational Development (GED) test indicating high school graduation level with twelve (12) hours of college level credits or hours;

(12) Vision corrected to 20/20 and no worse than 20/200 uncorrected with normal color, peripheral and depth perception. Must successfully pass a medical hearing test and a general physical.

(13) Applicant must be able to perform, to an acceptable level, the essential functions of the position to which he/she seeks appointment, with or without reasonable accommodation;

(14) Applicant must complete or satisfactorily meet the employment process requirements of the New Braunfels Police Department, including attending appointments, returning necessary paperwork, providing written notice to the Department of changes in address or telephone numbers, properly completing any or all application materials, or completing all parts of the application process;

(15) Applicant must not have been dismissed or resigned in lieu of dismissal from any employment for inefficiency, delinquency, or misconduct. Dismissal or termination shall be considered on an individual basis. Rejection under this provision shall be considered permanent;

(16) Applicant must have a stable work history, including but not limited to: no short terms of employment over his/her employment history, difficulty receiving orders or working with coworkers, etc. Due to the variables involved, each situation shall be considered on an individual basis. Rejection under this provision shall be temporary in nature and an applicant shall be eligible for consideration after a three (3) year period from the date of application;

(17) Applicant must not have a history of employment in an illegal occupation. Due to the variables involved, each situation shall be considered on an individual basis. Rejection for employment in an illegal occupation shall be permanent;

(18) Applicant must not have exercised poor judgment skills within the past seven (7) years. The applicant must not have demonstrated either immaturity or poor judgment in the applicant’s decision-making process. Examples of such conduct would include, but is not limited to: attendance at a party or social

function at which controlled substances or dangerous drugs are consumed, and such activity is known or should have been known by the applicant; silent acceptance of known illegal conduct by others in his/her presence; workplace behavior/decisions that adversely affect the business or associates, with little or no objectively justifiable need for such behavior. This shall be considered on an individual basis;

(19) Applicant must not have demonstrated a failure to pay just debts. Due to the variables involved, each situation shall be considered on an individual basis. Factors which shall be considered include, but are not limited to: type and number of debts, reasons for the bad credit, extenuating circumstances, and the potential for the credit-related problems impacting the applicant's judgment and integrity;

(20) Applicant must not have been discharged from any military service under less than honorable conditions or a general discharge under honorable conditions, including but not limited to:

a) Other than honorable conditions;

b) Bad conduct;

c) Dishonorable; or

d) Other characterization of service indicating bad character;

(21) Applicant must not have been dismissed from public service for delinquency, misconduct, conduct unbecoming, or inefficiency;

(22) Applicant must not have used illicit substances as indicated by the following guidelines:

a) An applicant may be temporarily or permanently disqualified if it has been determined by the City that he/she has admitted to conduct which constitutes excessive and/or recent use of illicit substance(s) or excessive use of intoxicants. Conduct involving excessive and/or recent use of illicit substance or excessive use of intoxicants shall be considered on an individual basis.

b) An applicant may be temporarily or permanently disqualified if it has been determined by the City that he/she has admitted to conduct which constitutes abuse of legally obtained prescription medication(s), or illegal use of the prescription medication(s) of another person. Conduct involving the abuse and/or misuse of prescription medication(s) shall be considered on an individual basis.

c) An applicant shall be permanently disqualified if it has been determined by the City that he/she has admitted to conduct which constitutes illegal use of felony grade substances as defined in the Texas Penal Code; or the suitability of an applicant will be evaluated based on, in part, the following Drug Use Disqualifications:

- Marijuana used in the last five years preceding date of application.
- Hashish used in the last five years preceding date of application.
- Tranquilizers used in the last five years preceding date of application.

- Steroids used in the past five years (except by prescription) preceding the date of application.
- Quaaludes used in the last ten years preceding date of application.
- The use of Speed at any time.
- The use of Heroin at any time.
- The use of LSD (Acid or lysergic acid diethylamide) at any time.
- The use of Cocaine at any time.
- The use of Crack at any time.
- The use of PCP (Angel Dust or phencyclidine) at any time.
- The use of XTC (Ecstasy or methylenedioxymethamphetamine) at any time.
- The use of any other substance or drugs listed in the Texas Controlled Substances Act;

(23) Applicant must not have received or have admitted to receiving deferred adjudication, court in the Ordered community supervision or probation, or have been convicted of D.W.I./D.U.I. convictions last ten (10) years and no more than one (1) in a lifetime; or more than three (3) moving violation convictions in the last three (3) years (Conviction for no insurance is considered a moving violation).

(24) Applicant must not be a member of, have belonged to, or been closely associated with:

a) Any organization which advocates the overthrow of any level of government in the United States including, but not limited to, Federal, State or local, by force or violence.

b) Any organization which advocates or engages in unlawful conduct directed at individuals or groups based upon the individual's or group's race, sex, religion, national origin, age, skin color, sexual preference, disability, or conduct otherwise commonly known as a "Hate Crime." Rejection under this provision will be considered permanent;

(25) Applicant must not be a habitual user of alcoholic beverages as determined by a medical and/or psychological exam;

(26) Applicant must have a satisfactory driving record; and is not prohibited by state or federal law from operating a motor vehicle;

(27) Applicant must not have compelling negative evidence regarding dependability, situational reasoning ability, interpersonal skills, and integrity or oral communications skills; inappropriate attitudes towards minorities and/or supervision; or difficulty working with co-workers in a team setting; and

(28) Applicant must be of good moral character.

Note:

(a) "Commission" of an offense is established by Police reports and/or other official law enforcement documents or other evidence that gives rise to a reasonable conclusion that the offense was committed by the applicant.

(b) The designation of offenses by titles or grades refers to the titles and grades established under Texas Law. For offenses in jurisdictions other than Texas, the offense most similar to the one defined by Texas Law, and the grade for that offense established under the law of that jurisdiction, will be used.

Arrest Record:

An arrest record will not necessarily prevent employment. Factors such as the date of the offense, the seriousness and nature of the violation, subsequent rehabilitation and work record may be taken into consideration.