

Dear Applicant,

Thank you for your interest in becoming an employee of Houston County 911. The purpose of this letter is to inform you the procedures that we take during the selection process. It is very important the application submitted is completed in full, as incomplete applications will not be considered for employment. Once we have received your completed application the process could take anywhere from 4 to 6 weeks to complete. If you are ruled out as a prospective employee, you will be notified in writing. You may only submit an application every six months. The elements of the application process are as follows:

#### First Phase

- Application Reviewed
- Credit score and report reviewed
- Driver's history reviewed
- Criminal history reviewed
- Personal/Professional references checked
- Internet check (Myspace, Facebook, Google, etc.)

#### Second Phase

- Realistic Job Review
- Typing Test
- Cognitive Test
- Panel Interview
- 2 hour Observation

(If you are called to come in during this phase, you will need to be prepared to stay for about 4 hours.)

#### Third Phase

- Psychological Test
- Hearing Test
- Complete Physical
- Interview with Sheriff (if needed)

\*All appointments must be approved by the Sheriff

Houston County 911 Realistic Job Preview  
And Application Process Acknowledgement

I, \_\_\_\_\_, have read and fully understand the type of job as described in the Realistic Job Preview for the position of Telecommunicator with the Houston County Sheriff's Department. I also have read and fully understand the application process which includes returning my application completed, and failure to do so will automatically disqualify my application for review. I now wish to proceed to the next phase of the hiring process.

Disclaimer

Nothing in this Realistic Job Preview document should be constructed as establishing any contractual, proprietary, or other forms of rights in or to employment with Houston County, nor should any part of this document be taken as expanding or conferring rights to any employee beyond those of any employee at will; and any such right as may be implied from this document are expressly disclaimed. Due to budgetary, legal and other changes in circumstances, the terms and provisions of this document, and all portions hereof, are subject to modification or repeal without notice.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date