



City of Harrisonburg VA
Harrisonburg-Rockingham Emergency
Communications Center



Instructions to the Applicant

The information you provide in the supplemental questions of your application will be used in the background investigation to assist in determining your suitability for the position of **Emergency Communications Center Employee** with the City of Harrisonburg.

- It is your responsibility to complete this form and provide all required information.
- You must respond to all items and questions. If a question does not apply to you, write “N/A” (not applicable) in the space provided for your response.

Disqualification

There are very few automatic bases for rejection. Even issues of prior misconduct, such as prior illegal drug use, driving under the influence, theft, or even arrest or conviction are not always, in and of themselves, automatically disqualifying. However, deliberate misstatements or omissions can and often will result in your application being rejected, regardless of the nature or reason for the misstatements/ omissions. In fact, the number one reason individuals “fail” background investigations is because they deliberately withhold or misrepresent job-relevant information from their prospective employer.

BOTTOM LINE: You are responsible for providing complete, accurate, and truthful responses.

Disclosure of Medically-Related Information

In accordance with the U.S. Americans with Disabilities Act and the Genetic Information Nondiscrimination Act (GINA), applicants are not expected or required to reveal any medical or other disability-related information, OTHER than what affects the ability to perform essential job functions, about themselves or their family members in response to questions on this form.

You **will be required to** present certified copies of the following documents at a later phase during the recruitment process:

- Proof of Education - High School Diploma, GED, College Transcripts, etc. (Certified copies required prior to the start of the background check).
- Government Issued Photo ID – Ex: Driver’s License, Passport, etc.
- Naturalization document and proof of eligibility to work in the United States.

If applicable, you will be required to furnish copies of the following documents at a later phase during the recruitment process:

- Military discharge (DD214);
- Marriage Certificate(s);
- Divorce decree(s) or Legal Separation paper.