



**Owen T. Davis**  
Chief of Police

# York Police Department

Town of York, Maine  
9 Hannaford Drive  
York, Maine 03909  
(207) 363-1031 Fax (207) 361-6818



## York Maine Police Department is hiring a Full Time Communications Specialist (9-1-1 Dispatcher)

York Police Department is seeking qualified applicants for the position of full-time Communications Specialist (911 Dispatcher). In this position the employee works as part of a team in our PSAP answering 911 calls for 7 area communities. York Communications Center also answers non emergent calls and dispatches police, fire, and EMS services for the Town of York.

The successful applicant will possess excellent communication skills and be able to work calmly under pressure, learn to work with computer-based dispatching systems, and have the ability to multi-task.

Applicant must successfully pass a background check. Training will be provided to the successful candidate as needed to become certified. This position does involve shift work and overtime.

Some benefits include:

- 8-hour shifts (w/ 2 consecutive days off) 7am-3pm / 3pm-11pm / 11pm-7am
- Weekly Pay
- Paid Vacation Days - 6 Days per yr (yr 1), 12 Days per yr (yrs 2-3), 15 Days per yr (yrs 4-5), 18 Days per yr (yrs 6-10), 24 Days per yr (10+)
- 104 Hours of Paid Holiday Time. Additional premium pay for hours worked on New Years Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day and Christmas Day.
- Sick leave accrues at the rate of one work day for each month of service. Sick leave may accrue to a maximum of 90 days.
- Starting pay as of 7/2022 is \$22.35/hr with no experience up to \$29.55/hr with experience. Incentives adding up to an additional \$3.84 per hour once fully certified.
- 3 health insurance options through the Maine Municipal Employees Health Trust (MMEHT). (POS) - C, POS-200 and PPO-500 plans. The Town will contribute an amount equal to (87.5%) percent of the POS-200 premium irrespective of plan selection with the member paying the applicable balance of said plan. Dental Insurance, Vision Insurance and Flexible Spending Account also available.
- The Town agrees to provide Social Security. Full-time employees may choose to join either the Maine State Retirement System plan (2C) currently in effect to Unit members, or the International City Management Association Retirement Corporation (ICMA-RC).
- Cost of living raises every July as determined by contract negotiations.
- \$800 uniform clothing allowance annually.

For a complete list of available benefits the full NPBA communications contract is available for review at:

<https://www.yorkmaine.org/205/Human-Resources>

**Applications are accepted in person at the York Police Department (9 Hannaford Drive York, ME)  
during regular business hours (Monday through Friday, 8am to 4:00pm)  
or by email to [mmavery@yorkpolice.org](mailto:mmavery@yorkpolice.org)**

## APPLICATION CLOSING FEBRUARY 24, 2023

*Integrity*

*Fairness*

*Service*

*Respect*



# YORK POLICE DEPARTMENT

## APPLICATION FOR EMPLOYMENT

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*Thank you for your interest in employment with the York Police Department.*

### **General Information and Instructions**

1. All items on the application form must be filled out or marked "NA" meaning they do not apply to the applicant. Failure to fully complete this form or the inclusion of false or misleading information may result in automatic disqualification. Assistance is available upon request to help complete the application.
2. The Town of York is an Equal Opportunity Employer and shall not discriminate against an employee or applicant for employment or advancement because of race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, genetic history and any information, or any other basis protected by statute.
3. The Town of York shall employ the best qualified persons who are available.
4. Please return the signed application with any supplemental material in person, by mail or email to:

**York Police Department  
Attn: Melissa Avery  
9 Hannaford Drive  
York, ME 03909**

**[mmavery@yorkpolice.org](mailto:mmavery@yorkpolice.org)**

# APPLICATION FOR EMPLOYMENT

(PLEASE PRINT)

*It is the Town's policy to comply with all applicable federal and state laws prohibiting discrimination in employment based on race, color, sex, marital status, physical or mental disability, religion, age, ancestry, national origin, sexual orientation, genetic history and any information, or any other basis protected by statute.*

## PERSONAL INFORMATION

Name:		Date:	
Address			
Street:	City:	State:	Zip:
Phone:	Alt. Phone:	Email:	

Do you have any relatives currently working for the Town of York? Yes  No

Are you authorized to work in the United States on an unrestricted Basis? Yes  No

Are you at least 18 years of age? Yes  No

Have you ever plead guilty, no contest or been convicted of a felony? Yes  No

If yes, please explain including dates, nature of offense and court of conviction: (conviction will not necessarily disqualify an applicant for employment)

Have you ever applied for employment or worked for the Town of York before? Yes  No

If yes to either, please give details:

Have you been told the essential functions of the job or have you been shown a copy of the job description listing the essential functions of the job? Yes  No

Can you perform these essential functions with or without reasonable accommodations? Yes  No

Position Applied For:

When Can You Start:

## EDUCATION

Institution	Name & Location of School	Major	Diploma/Degree
High School			
College/University			
College/University			
Other Training/Education:			

In addition to your work history (next page), what other experiences, skills or qualifications would especially suit you for this position:

## WORK HISTORY

(List your relevant employment history, including all jobs held for at least the past 10 years. Use separate sheets, if necessary)

<b>Most Recent Employer:</b>	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

<b>Previous Employer:</b>	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

<b>Previous Employer:</b>	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

<b>Previous Employer:</b>	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

<b>Previous Employer:</b>	Address:	Phone:
Date Started:	Date Left:	
Starting Position:	Position upon Leaving:	
Name and Title of Last Supervisor:	Reason for Leaving:	
Description of Duties (# of people supervised, if appropriate):		

**REFERENCES**

List two people not related to you who have known you for at least one (1) year.

Name	Address	Phone	Relationship & Years Acquainted
1.			
2.			

**EMERGENCY CONTACT INFORMATION**

Name:	Phone:	Alternate Phone:
Address:		

**PLEASE READ BEFORE SIGNING**

I certify that all statements made by me on this application, my resume and any other accompanying documents are true and complete to the best of my knowledge, and that I have withheld nothing which, if disclosed, would materially alter or contradict the facts contained therein. I understand that false statements, omissions or misrepresentations may result in the disqualification of this application for employment with the Town, or a withdrawal of any offer of employment, or if so employed, my dismissal from such employment.

I authorize my previous employers, schools which I attended and character references to provide any and all information pertaining to my tenure or contact with them, which is relevant to this application for employment; and I agree that persons or organizations providing such information, or the Town of York, shall not be liable should the information so provided warrant my disqualification from employment with the Town or if employed, my dismissal from such employment.

I understand that it will be necessary to conduct a personal background, criminal, driving, reference check, and if the position warrants it, credit check. I hereby authorize the Town to conduct such an examination and persons or organization contacted to provide such information.

I further understand that any offer of employment is conditional upon satisfactory completion of a physical examination at the Town's expense, when the nature of the position requires one, and that the examination will focus on my present ability to perform the essential functions of the position. I agree to present myself for such an evaluation at a location of the Town's choosing.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_