



Fairbanks  
International  
Airport

# AIRPORT POLICE & FIRE Communications Center

State of Alaska, Department of Transportation & Public Facilities  
6450 Airport Way Ste 1, Fairbanks, AK 99709 Phone: 474-2530 FAX: 474-2544

## BACKGROUND INVESTIGATION PACKET INSTRUCTIONS

The next step in the hiring process is a comprehensive criminal, driving, credit and personal history background check. To ensure we are obtaining the best information regarding applicants you will be required to submit the following documents and information. Incomplete or missing documents and/or information may result in your being removed from further consideration. We encourage you to be as complete and accurate as possible when providing the requested information.

It is imperative you read all of the instructions before completing the background investigation packet. Your failure to complete the background investigation packet correctly may result in your removal from the hiring process.

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When you have completed the background investigation packet please place all documents into a manila envelope in the **following order**:

1. Cover letter
2. Waiver and Authorization to Release Information – **Must be Notarized**
3. Pre-Employment Certification
4. Alaska Police Standards Council F-3 – Personal History Statement – **Must be Notarized**
5. Shift Work Acknowledgement Form

It is recommended that you retain a copy of all documentation for your records.



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## **INSTRUCTIONS**

Download and complete the following forms from the department web site, under  
Dispatcher recruitment section, at:

<http://dot.alaska.gov/faiiap/police-fire/recruitment.shtml>

Waiver and Authorization to Release Information  
Pre-Employment Certification  
Alaska Police Standards Council F-3 – Personal History Statement  
Shift Work Acknowledgement Form

You are required to provide us with the information requested in the packet and return it to the Fairbanks Airport Police and Fire Department by the date specified or you will not be permitted continue the hiring process.

**YOUR FAILURE TO COMPLY WITH THIS REQUIREMENT WILL RESULT  
IN THE LOSS OF FURTHER CONSIDERATION FOR THIS POSITION.**

You must legibly hand write or type these forms. You must personally complete each form; you may not have a third party complete the forms for you. Each section must be completed. Whenever an address is requested, the complete, current address including the zip code must be used. Correct phone numbers of references and former employers must be included.

If an item does not apply to you, place the letters “N/A” (not applicable) in the blank. Neatness and legibility are important. An application that is unreadable or incomplete indicates a lack of interest in the position or the inability to follow simple instructions.



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## **COMPLETING THE PACKET**

The following documents with their respective attachments must be completed and returned by the date specified at the time of the interview for your application packet to be accepted by the department.

1. Cover Letter with your Knowledge, Skills & Abilities
2. Waiver and Authorization to Release Information
3. Pre-Employment Certification
4. Personal History Statement (APSC Form F-3)
5. Shift Work Acknowledgement Form

Your signature on the Waiver and Authorization to Release Information Form and the Personal History Statement (APSC Form F-3) **MUST** be notarized.

Knowingly omitting information, or providing false or misleading information on any portion of the application, will result in loss of your eligibility, and could result in dismissal if discovered after the date of hire.

Your cover letter should outline your desire to become a Fairbanks Airport Police & Fire Dispatcher, as well as any special skills, education, training and relevant experience you may have. Points will be deducted if a cover letter is not received.

## **RETURN THE PACKET**

You must hand deliver this completed packet to Fairbanks Airport Police and Fire by the date specified. Please place all documents in a manila envelope marked as follows:

Your full name in the upper left corner.

Addressed:

Fairbanks International Airport Police and Fire Department  
Attn: Teresa Fitzgerald  
5195 Brumbaugh Blvd  
Fairbanks, AK 99709

Please ensure that your envelope is sealed and marked **CONFIDENTIAL** in the lower left corner.

We recommend that you make a copy of all items for your personal file.

**ALL OF THESE DOCUMENTS MUST BE RECEIVED AT THE FAIRBANKS AIRPORT POLICE AND FIRE DEPARTMENT BY THE SPECIFIED DATE.**



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## **QUALIFICATIONS**

The following qualifications and characteristics are the minimum standards acceptable for the position of Emergency Services Dispatcher I. Our testing and screening process will eliminate anyone not meeting these standards. Additionally, all successful applicants must be able to perform the essential functions of an Emergency Services Dispatcher I.

1. **CRIMINAL RECORD:** A conviction for any felony is disqualifying, as are convictions for all misdemeanors.
2. **PERSONAL CHARACTERISTICS:** We are looking for individuals with above average personal qualities including: moral character, enthusiasm, interest in radio dispatching work, personal integrity, and dedication.

## **STATUS**

At no time will specific information regarding the applicant status during the background process be provided. Since we conduct investigations on several applicants at the same time, it is virtually impossible to keep each applicant informed on how they did on each portion of the background process.

**Please do not call to check on your status.**

We will contact you each time you are needed. If you are removed from consideration during the background process you will not be notified until the conclusion of the entire background process.

**THE STATE OF ALASKA IS AN EQUAL OPPORTUNITY EMPLOYER**

**THE STATE OF ALASKA COMPLIES WITH TITLE 1 OF THE  
AMERICANS WITH DISABILITIES ACT (ADA)**