

**APPLICATION FOR EMPLOYMENT
CITY OF OKMULGEE
AN EQUAL OPPORTUNITY EMPLOYER**

INSTRUCTIONS: Please print or type. The application must be completed even if you attach a resume. You must be able to substantiate all statements made. City of Okmulgee, P.O. Box 250, Okmulgee, OK 74447

APPLICATION DATE: _____ ARE YOU OVER THE AGE OF 18? _____ YES _____ NO

POSITION YOU ARE APPLYING FOR _____

NAME _____

(LAST)

(FIRST)

(MIDDLE)

STREET/P.O. BOX ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE NUMBER: HOME _____ WORK _____ CELL _____

NAME & NUMBER OF PERSON WHO CAN CONTACT YOU _____

_____ SOCIAL SECURITY NUMBER: _____/_____/_____

DO YOU HAVE A LEGAL RIGHT TO WORK IN THIS COUNTRY? _____ YES _____ NO

POLICE AND FIRE APPLICANTS ONLY ENTER BIRTH DATE _____

DO YOU HAVE A VALID DRIVER'S LICENSE? _____ YES _____ NO

WHAT STATE? _____

DRIVER'S LICENSE NUMBER _____ CLASS _____

EXPIRATION DATE: _____

HAVE YOU EVER WORKED FOR THE CITY OF OKMULGEE? _____ YES _____ NO

IF SO, GIVE POSITION AND DATES OF EMPLOYMENT

_____ FROM _____ TO _____
(Position) (Date) (Date)

INDICATE ALL TYPES OF EMPLOYMENT YOU WILL ACCEPT:

_____ FULL TIME _____ PART TIME _____ SUMMER

ARE YOU RELATED TO ANY CITY EMPLOYEE? _____ YES _____ NO

IF SO, GIVE NAME, DEPARTMENT AND RELATIONSHIP:

EDUCATION AND TRAINING

(Circle highest grade(s) completed)

HIGH SCHOOL	COLLEGE	POST GRADUATE
1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5	1 2 3 4

DID YOU GRADUATE FROM HIGH SCHOOL? _____YES _____NO GED? _____YES _____NO

NAME AND LOCATION OF HIGH SCHOOL _____

NAME AND ADDRESS OF UNIVERSITY OR COLLEGE	DATES ATTENDED FROM TO	MAJOR , DEGREE RECEIVED AND DATE OR ANTICIPATED GRADUATION DATE	NUMBER OF HOURS

NAME AND ADDRESS OF OTHER SCHOOLS (BUSINESS, TRADE, TECH.)	DATES ATTENDED FROM TO	MAJOR , DEGREE RECEIVED AND DATE OR ANTICIPATED GRADUATION DATE	NUMBER OF HOURS

I certify that all the information submitted by me on this application is true, complete, and correct to the best of my knowledge, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. I understand and agree that the terms and conditions of my employment may be changed, with or without cause and with or without notice at any time by the City. I hereby authorize the investigation of all statements made in this application and hereby release from liability all persons, companies, or corporations supplying any information concerning me.

I understand and agree that employment with the City of Okmulgee is “at will”, which means that either I or the City can terminate the employment relationship at any time, with or without cause, with or without prior notice, and for any reason not prohibited by statute. I understand that no representative of the City has any authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the terms set out in these paragraphs, unless specifically authorized in writing.

SIGNATURE

DATE

EMPLOYMENT HISTORY: Start with your present or last employment. It is important that complete information be given. If more room is needed, please attach additional sheet.

1. Employer _____ Date employed _____
Address _____ Date separated _____
City _____ State _____ Zip Code _____ Phone Number _____
Supervisor _____ Department _____
Your Title _____ Salary _____ Total Years/Months Employed _____
Specific Duties: _____

Reason for Leaving: _____

2. Employer _____ Date employed _____
Address _____ Date separated _____
City _____ State _____ Zip Code _____ Phone Number _____
Supervisor _____ Department _____
Your Title _____ Salary _____ Total Years/Months Employed _____
Specific Duties: _____

Reason for Leaving: _____

3. Employer _____ Date employed _____
Address _____ Date separated _____
City _____ State _____ Zip Code _____ Phone Number _____
Supervisor _____ Department _____
Your Title _____ Salary _____ Total Years/Months Employed _____
Specific Duties: _____

Reason for Leaving: _____

4. Employer _____ Date employed _____
Address _____ Date separated _____
City _____ State _____ Zip Code _____ Phone Number _____
Supervisor _____ Department _____
Your Title _____ Salary _____ Total Years/Months Employed _____
Specific Duties: _____

Reason for Leaving: _____

5. Employer _____ Date employed _____
Address _____ Date separated _____
City _____ State _____ Zip Code _____ Phone Number _____
Supervisor _____ Department _____
Your Title _____ Salary _____ Total Years/Months Employed _____
Specific Duties: _____

Reason for Leaving _____

6. Employer _____ Date employed _____
Address _____ Date separated _____
City _____ State _____ Zip Code _____ Phone Number _____
Supervisor _____ Department _____
Your Title _____ Salary _____ Total Years/Months Employed _____
Specific Duties: _____

Reason for Leaving _____

WERE YOU EVER DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? _____ YES _____ NO
IF YES, WHY? _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? _____ YES _____ NO

WHAT KNOWLEDGE, SPECIAL TECHNICAL OR COMPUTER SKILLS, AND/OR INDIVIDUAL CAPABILITIES DO YOU HAVE WHICH SPECIALLY PREPARE YOU FOR THE POSITION YOU HAVE APPLIED FOR? _____

HAVE YOU EVER BEEN IN THE MILITARY SERVICE OF THE UNITED STATES? _____ YES _____ NO

BRANCH OF SERVICE _____ DATES OF SERVICE _____
RANK _____ DISCHARGE DATE _____
PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES? _____ YES _____ NO
DATE OBLIGATION ENDS _____

OTHER THAN TRAFFIC VIOLATIONS, HAVE YOU EVER BEEN CONVICTED OF A CRIME? _____ YES _____ NO
IF YES, DESCRIBE IN DETAIL _____

(Note: A conviction does not automatically disqualify you from employment.)

The City of Okmulgee adheres to the equal employment opportunity guidelines set forth by state and federal laws. All applicants are considered for employment without regard to race, color, creed, religion, national origin, age, sex, disability or veteran status.

