

Application for Employment

City of Holdenville
P.O. Box 789
Holdenville, OK 74848
405-379-3397

Equal access to programs, services, and employment is available to all persons. Those applicants requiring accommodation to the application and/or interview process should contact a representative of the Personnel Department.

PLEASE PRINT

Position(s) applied for _____ Date _____

Referral Source Advertisement Employee Relative Government Employment Agency
 Walk-In Private Employment Agency Other _____

Name of Source (if applicable) _____

Name _____
Last First Middle

Address _____
Street City State Zip

Telephone Number (____) _____ Social Security # _____

If necessary, best time to call you at home is _____ : _____ AM/PM

May we contact you at work? _____ Yes No

If yes, work number and best time to call _____ (____) _____ : _____ AM/PM

Have you filed an application here before? _____ Yes No

If yes, please give date _____ / _____ / _____

Have you ever been employed here before? _____ Yes No

If yes, please give dates _____ From _____ / _____ / _____ To _____ / _____ / _____

Are you legally eligible for employment in this country? _____ Yes No
(Proof of U.S. Citizenship or immigration status will be required upon employment.)

Date available for work _____ / _____ / _____

Type of employment desired Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you on lay-off and subject to recall? _____ Yes No

Will you relocate if job requires it? _____ Yes No Will you travel if job requires it? _____ Yes No

Are you able to meet the attendance requirements of the position? _____ Yes No

Will you work overtime if required? _____ Yes No

Have you ever been bonded? _____ Yes No

Have you been convicted of a felony in the last seven (7) years? _____ Yes No
(Such conviction may be relevant if job related, but does not bar you from employment.)

If yes, please explain _____

Driver's License number (if job related) _____ State _____

Employment History

List your last four (4) employers, assignments, or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary		
		Final		
May we contact for reference?		\$	Per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				
Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed and job responsibilities.
		From	To	
Address				
Job Title		Hourly Rate / Salary		
		Starting		
Immediate Supervisor and Title		\$	Per	
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Reason for Leaving		Hourly Rate / Salary		
		Final		
May we contact for reference?		\$	Per	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later				

Comments (including explanation of any gaps in employment) _____

Skills and Qualifications – Summarize any special training, skills, licenses, certificates and/or characteristics of yourself that may qualify you as being able to perform job-related functions for the position which you are applying _____

Educational Background (if job related)

A. List last three (3) schools attended, starting with most recent. **B.** List number of years completed. **C.** Indicate degree or diploma earned, if any. **D.** Grade Point Average or Class Rank, and **E.** Major and minor field of study (if applicable).

A. School	B. Years Completed	C. Degree / Diploma	D. GPA / Class Rank	E. Major	E. Minor

List any foreign language(s) you and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

References

List name and telephone number of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Telephone	Years Known

List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards (exclude information which would reveal sex, race, religion, national origin, age, color, disability, or other protected status.) _____

List any additional information you would like us to consider. _____

It is understood and agreed upon that any misrepresentation by me on this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed.

I give the employer the right to investigate all references and to secure additional information about me, if job-related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations, or organizations for furnishing such information.

The employer is an Equal Opportunity Employer. The employer does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant's consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only 60 days. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I understand it is this company's policy not to refuse to hire a qualified individual with a disability because of this person's need for an accommodation that would be required by the ADA.

Signature of Applicant _____

Date _____

CITY OF HOLDENVILLE

Supplemental Employment Questions

In considering the employment of a person with a criminal history, it is important for the City to know the nature, seriousness, and age of the applicant's prior contacts with law enforcement.

A national criminal record check may be requested from the FBI and/or OSBI. The making of an application with the City expressly waives any privacy right of any kind to such information or objection to the City of Holdenville seeking the same information.

1. Have you ever been charged with a crime, other than a minor traffic offense? Yes No
If so, what was the criminal charges and results, including location and age.

2. Have you ever been a party subject to a Domestic Protective Order (DPO) which was issued against you?
 Yes No

NOTE: This excludes a Temporary Restraining Order in a divorce action, but NOT a permanent restraining order. If so, please describe the circumstances that originated the DPO, its location, and indicate if you are still subject to the Order?

3. Have you ever been dismissed from employment for allegedly stealing or taking equipment or other property without returning the property? Yes No
Please explain:
