



**APPLICATION FOR EMPLOYMENT**  
**OKLAHOMA COUNTY**  
 320 Robert S. Kerr Ave.  
 Oklahoma City, Oklahoma 73102

**INSTRUCTIONS:**

Please answer all questions. Application must be completely filled out to be considered. Application will be retained six months, during which time you may update it. Candidates whose qualifications best meet the need of Oklahoma County will be considered. Oklahoma County is an equal opportunity employer.

NOTE: Are you legally eligible for employment in this country? Yes ? No ?

Name		Date	
Address	City	State	Zip Code
Telephone Number(s)		Are you 18 or over? Yes? No ?	E-Mail Address
Position Desired	? Regular ? Temporary	? Part-time ? Summer	Desired Salary
Have you ever worked for Oklahoma County? Yes ? No ?	If yes, when?	What department?	Who referred you to Oklahoma County?
Do you have any relative working for Oklahoma County? Yes ? No ?	If yes, who?	Relationship to you?	What department does relative work in?

Education	Name and Location of School	Number of Years Completed	Degree Received	Year	Major Courses of Study
High School or GED					
Technical or Trade School					
College or University					
Other					

NOTE: If you are applying for a position that requires college graduation, an official college transcript must be submitted.

Professional or trade licenses/certificates:

SKILLS – Please indicate training or experience (*Circle all that apply*)

CRT	Printing Equipment	Computer Operations
Typing _____ wpm	Word Processing	Programming
Shorthand _____ wpm	10-Key	Other _____

Backhoe	Bucket Truck	Dump Truck	Other _____
Truck _____ axle	Asphalt laydown machine	Scrape/Earth Mover	_____
Bulldozer	Motor Grader	Grade all/Hydraulic Excavator	_____

Do you possess a valid Oklahoma Driver's License? Yes ? No ? Type? \_\_\_\_\_ Operator License No. \_\_\_\_\_  
 Chauffeur License No. \_\_\_\_\_ Commercial License No. \_\_\_\_\_

What job (or activity) have you most enjoyed? and why? \_\_\_\_\_

What job (or activity) have you least enjoyed? and why? \_\_\_\_\_

Is there anything else you would like us to know about you? \_\_\_\_\_

Have you ever been discharged or asked to resign from employment? Yes ? No ? If yes, please give particulars on a separate sheet.

Have you ever been convicted of a felony? \_\_\_\_\_ If yes, what offense? \_\_\_\_\_ Date \_\_\_\_\_ Place (City & State) \_\_\_\_\_

Yes ? No ?

*Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.*

Have you ever been refused Bond? Yes ? No ?	If yes, for what position?
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**WORK EXPERIENCE**

Start with present or last employment and work back through previous positions.

Employer	Dates Employed		Duties
Address                      City                      State                      Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving
Employer	Dates Employed		Duties
Address                      City                      State                      Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving
Employer	Dates Employed		Duties
Address                      City                      State                      Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving
Employer	Dates Employed		Duties
Address                      City                      State                      Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving

**PLEASE READ BEFORE SIGNING**

I understand and agree that:

- Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or if employed, termination from employment.
- It is my understanding that Oklahoma County may make a thorough investigation and may verify all data given in this application. I hereby authorize my present and previous employers and educational institutions to provide information requested by Oklahoma County.
- I agree that my employment may be terminated by Oklahoma County at any time without liability for wages or salary except such as may have been earned at the time of such termination.
- Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation schedule, or a work schedule other than Monday through Friday.
- Oklahoma County reserves the right to request a pre-employment (post-offer) physical examination and comprehensive drug testing as a normal part of the selection process.
- Nothing on the application is intended to create or imply a contractual relationship; if hired, the employee understands that employment is at will, i.e., that it is not for any specific time period or duration, and can be terminated with or without reason at any time.

This is an application for employment. Employment is not being offered at this time. I understand that if I am employed, such employment is for an indefinite period of time and that Oklahoma County can change wages, benefits, and conditions at any time.

If employed, I will comply with all rules and regulations as set forth in the Oklahoma County Personnel Policy and other policies as established by departmental procedures.

I have read or have had this application read to me and understand all statements and questions contained in the application for employment, and have answered to the best of my ability.

You may contact my present employer

Yes ? No ?

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**DO NOT WRITE IN THIS AREA – FOR OFFICE USE ONLY**

Background Check Clear?

Date Hired

Starting Salary

Yes ? No ?

\_\_\_\_\_

\_\_\_\_\_