

OKLAHOMA COUNTY JUVENILE BUREAU APPLICATION
PROCESS/POSITIONS (1-07)

I. **ATTENTION APPLICANT:**

- A. **An application form must be filled out completely, to be considered.** This includes all spaces, forms, etc. Phone numbers and street addresses are especially important, both yours and those of your references. Applications with incomplete information (addresses, employers, transcripts, etc.) will not be considered for job openings within this agency. Official college transcripts must accompany all applications for jobs, which require college credit or graduation.
- B. Indicate which job(s) you are applying/qualified for on the front of the application. Return the completed application to the switchboard operator or mail it to the address below. Please advise us if you need assistance in completing the forms.
- C. All applications are kept on file for six (6) months. After six months, they are destroyed. **You** must keep your application updated to keep it active. Failure to do so will require that you complete a new one.
- D. When outside applicants are considered for vacancies, the most qualified applicants with properly completed applications on file will be contacted.
- E. Prior to employment, applicants will be required to take a drug test. Background checks will also be completed.

MAIL APPLICATIONS TO:
Oklahoma County Juvenile Bureau
5905 N. Classen Court, Room 202
Oklahoma City, Oklahoma 73118
Attention: Personnel

Any further questions please call:
Tamela Rowe
Personnel Coordinator
(405) 713-6409

(See back of page)

II. SOME COUNTY POSITIONS ASSIGNED TO THE JUVENILE CENTER INCLUDE:

- A. Clerical positions: Persons filling clerical positions must have a high school diploma or equivalent and/or at least one-year of working experience. Beginning level typists must type 40 wpm; have knowledge of spelling, punctuation, grammar and filing. When a vacancy occurs, applicants will be contacted and required to pass typing, spelling and math examinations prior to being interviewed or considered further for the position. Beginning salary ranges from \$1,648 to \$2,020/month.
- B. Probation Officers:
1. Probation Officer I: (Intake, Probation, Drug-Alcohol Unit) requirements include a BA degree and at least one-year of related work experience. Beginning salary: \$2,153.00/month
 2. Probation Officer II: Requires BA degree and two years of related work experience or MA degree and one year of related work experience. Beginning salary: \$2,357.00/month
- C. Juvenile Detention Officers:
1. Detention Officer I: Requires a HS education plus two years of college or two years of related experience or a combination of such education & experience. Beginning salary: \$1,778.00/month
 2. Detention Officer II: Requires 3 years of college or three years of related experience or any combination of such education & experience. Beginning salary: \$1,893.00/month
 3. Detention Officer III: Requires college degree or four years of related experience or any combination of such education & experience. Beginning salary: \$2,058.00/month
- D. Detention Center Cooks: Must have one year of commercial or institutional cooking experience. Beginning salary: Full-time: \$1,507.00/month
Part-time: \$8.50 per hour
- E. Juvenile Center FT Maintenance Worker, PT Custodians:
Beginning salary: Full-time: \$1,700.00/month
Part-time: 8.50/hour

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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 ?	Social Security Number
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:

1. 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.
2. 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.
3. 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.
4. Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation schedule, or a work schedule other than Monday through Friday.
5. 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.
6. 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 ?

At least five (5) **PERSONAL** references are **REQUIRED** (**FAMILY MEMBERS CANNOT BE USED AS REFERENCES**). Complete **NAMES; ADDRESSES, CITY/STATE, ZIP CODES AND TELEPHONE & FAX NUMBERS (WHEN AVAILABLE) ARE REQUIRED**.

THANK YOU

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ **FAX#** _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ **FAX#** _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ **FAX#** _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____ **FAX#** _____

PHONE # _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ **FAX#** _____

AUTHORIZATION FOR RELEASE OF INFORMATION

APPLICANT: _____
(Last Name) (First Name) (Middle Name)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

BIRTHDATE: _____ SEX: _____ SOCIAL SECURITY #: _____
(Mo./Day/Yr.)

DRIVERS LICENSE #: _____
State: _____

This authorization is in compliance with the Privacy Act of 1974 (Public Law 93-579). The information you authorize released will be used to verify information provided in your employment application or upon hiring which is necessary for employment in a specific position. If any information you have provided is determined to be false after the hiring process is complete you will be terminated immediately. Information determined to be false prior to hiring will result in your not being hired.

The information obtained as a result of your signature on this Authorization, will be furnished to designated officers and employees of Oklahoma County to verify information necessary to process your employment with Oklahoma County.

This authorization for release of information constitutes my consent and authority to examine and/or obtain copies and abstracts of records, and to receive statements and information regarding my background. I hereby authorize the release of the following data, records, and information to Oklahoma County. Only items checked will be released.

Military, education, police & criminal and employment information must be verified on every person hired. Credit will only be checked if credit worthiness is necessary to be employed in your position.

EMPLOYMENT X EDUCATION X POLICE & CRIMINAL X
CREDIT _____ MILITARY X

SIGNATURE OF APPLICANT: _____ DATE: _____

REQUESTING AGENCY: Oklahoma County
Department: JUVENILE BUREAU
5905 N. Classen Ct., Room 202
Oklahoma City, OK 73118