

**APPLICATION FOR EMPLOYMENT  
OKLAHOMA COUNTY**

320 Robert S. Kerr  
Oklahoma City, Oklahoma 73102  
(405) 270-0082

**INSTRUCTIONS: Print or Type**

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

NOTE: You are a citizen, lawful permanent resident or otherwise authorized to work in the United States. **Yes  No**

Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Numbers Home Work Pager Are you 18 or over? Social Security  
Number Yes  No

Position Desired  Regular  Part-time  Temporary  Summer Desired Salary Date available for work

Have you ever worked for Oklahoma County? If yes, when? What department? Who referred you to Oklahoma County?  
Yes  No

Do you have any relatives working for Oklahoma County? If yes, who? Relationship to you? What department does relative work in?  
Yes  No

Education	Name and Location of School	Number of Years Completed	Degree Received	Year	Major Course of Study
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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

Were you in the U.S. Military? Dates of Duty Duties Performed  
Yes  No

Professional or trade licenses/certificates: \_\_\_\_\_

**SKILLS -- Please indicate training or experience**

CRT	Printing Equipment	Computer Operations
Typing _____ wpm	Word Processing	Programming
Shorthand _____ wpm	10-Key	Other _____
Backhoe	Bucket Truck	Dump Truck
Truck _____ axle	Asphalt laydown machine	Scrape/Earth Mover
Bulldozer	Motor Grader	Grade all/Hydraulic Excavator
		Other _____

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 found guilty of a felony?  Yes  No  If yes, what offense? \_\_\_\_\_ Date \_\_\_\_\_ Place (City & State) \_\_\_\_\_

Have you ever been refused a Bond?  Yes  No  If yes, for what position? \_\_\_\_\_

**WORK EXPERIENCE**

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

Dates From To Title of Position Salary-Starting Final

Name of Employer Duties

Address

Name of Supervisor Reason for Leaving

Dates From To Title of Position Salary-Starting Final

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Address

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Name of Employer Duties

Address

Name of Supervisor 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 to 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 of schedule, or a work schedule other than Monday through Friday.
5. Oklahoma County reserves the right to request a post-employment physical examination and comprehensive drug testing as a normal part of the selection process.

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**

Interview Dates

Referred Dates

Department

\_\_\_\_\_