

# APPLICATION FOR EMPLOYMENT

## Human Resources

723 S. Lewis St. | PO Box 1449 | Stillwater, OK 74076

Fax: 405.377.6807 | Phone: 405.742.8281 | Job Line: 405.742.8300

Email: applications@stillwaterok.gov

### An Equal Opportunity / Affirmative Action Employer

The City of Stillwater does not discriminate against any person on the basis of age, race, religion, color, sex, disability, national origin, ancestry, sexual orientation, gender identity, or familial status with regard to access to city employment, city services and city facilities.

Last Name:		First Name:		M.I.:	Social Security No.:
Address:			City:	State:	Zip Code:
Primary Phone #:		Secondary Phone #:		Email:	
Maiden or other names under which records may be listed:					

Position Number:	Position Desired:	Are you presently employed by the City of Stillwater?	
		Yes	No
Have you ever been employed by the City of Stillwater?		If so, where and when?	
Yes                      No			
How did you learn about the job for which you are applying?			
Are you 18 years of age or older?		Do you have a legal right to live and work in the U.S.?	
Yes                      No		Yes                      No	
Do you have a current driver's license?		Do you have a CDL?	
Yes                      No		Yes                      No	
License Number:		State:	Class:
			Expiration Date:

Have you ever been convicted of, or pled guilty to, any crime (excluding convictions that have been sealed, expunged or legally eradicated, or misdemeanors for which probation was completed and the case was dismissed by the court)?	
Yes                      No	
If so, when (year)?	And where (county/state)?
Nature of conviction:	

(Note: This information does not in itself disqualify you from employment.)

Review the minimum qualifications for the position you are applying for and provide us with prior education, work experience, any relevant training, certificates, licenses and voluntary experience that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible since you will be screened on what you include regardless of what you might otherwise be able to perform. All attachments must be signed.

Name of School	City/State	Areas of Study	Did you graduate?	Type of Degree
High School			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
GED			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
College			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	
			<input type="checkbox"/> Yes	
			<input type="checkbox"/> No	

Please list any additional skills, certificates or licenses you possess which would qualify you for the job for which you are applying:

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Please list any relatives who are elected officials or current employees of the City of Stillwater:

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Experience must be completed by applicant (current or last employer first). You may attach a résumé, but not in place of completing the required information. Please include military experience. Attach supplemental page(s) if necessary, all attachments must be signed.

Company Name & Address:	Dates Employed Starting Date: Ending Date:	Salary Starting Salary: Ending Salary:
Job Title:	Supervisor's Name & Phone #:	
Reason for leaving:		
Description of work performed:		

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Job Title:	Supervisor's Name & Phone #:	
Reason for leaving:		
Description of work performed:		

Were you ever discharged or asked to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, why?	May we contact your present and previous employers? <input type="checkbox"/> Yes <input type="checkbox"/> No If we may not, please indicate reason:
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I understand that the City may conduct a medical exam to determine whether I can do the essential functions of the job without substantial risk to myself and the public. If after reviewing my responses, and conducting necessary interviews or tests, I am considered for the job and would need reasonable accommodation to perform the essential job functions, the parties will explore these alternatives.

After reviewing the essential job functions, are you able to do them with or without reasonable accommodation?

☐ Yes

☐ No

Are you a registered sex offender under the laws of the state of Oklahoma, any other state, or with the federal government or a tribal government?

☐ Yes

☐ No

Are you registered under the Mary Rippey Violent Crime Offenders Act, or subject to a deferred judgment, suspended sentence, probation or parole from any court of another state, the United States, a tribal court or a military court for any crime or attempted crime which, if committed in the state of Oklahoma, would be a crime similar to any crime enumerated in Title 57 Oklahoma Statutes §593 B (If a question of those crimes, please review a copy of the same which will be provided upon your request.).

☐ Yes

☐ No

I certify that my answers are true and complete to the best of my knowledge. I hereby grant permission to the City of Stillwater to investigate any information included in the application, any attachments, and the selection process. I agree to submit to medical examination, if required, and a pre-employment drug test. I understand this application is not a contract of employment. The City of Stillwater may change wages, benefits, and conditions of employment at any time. I hereby release the City and its agents from all liability in making any investigation and inquiry relative to the information contained in this application form. I release my employers, schools, or persons from liability in responding to inquiries in connection with my application.

If this application leads to employment, I understand that false or misleading information in my application or interview(s) may result in discharge.

I further understand that I am required to abide by all rules and regulations of the City of Stillwater. I understand that employment with the City of Stillwater is "at will," which means that either I or the City can terminate the employment relationship at any time, with or without prior notice, and for any reason not prohibited by statute. All employment is continued on that basis. I understand that no supervisor or manager of the City, other than the City Manager or City Commission has any authority to alter the foregoing. The City of Stillwater performs post-offer, pre-employment drug testing, driver license verification, background and criminal history checks.

Signature of Applicant:

Date:

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## Equal Employment Opportunity Form

### Applicant Information

Last Name:	First Name:	M.I.:	Social Security No.:	
Address:		City:	State:	Zip Code:
Position Applied for:				

### Voluntary Information

**The City of Stillwater adheres to the equal employment opportunity guidelines set forth by state and federal laws. This information is sought in good faith, will be used for statistical purposes, and will not be used in any way to discriminate against any applicant for employment. Please provide accurate information. This information is optional. This information will be separated before your application is processed.**

#### Racial or Ethnic Group

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> American Indian/Alaskan | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino         | <input type="checkbox"/> White/Caucasian        | <input type="checkbox"/> Other                  |

#### Gender

- |                                 |                               |
|---------------------------------|-------------------------------|
| <input type="checkbox"/> Female | <input type="checkbox"/> Male |
|---------------------------------|-------------------------------|

#### Military Veteran

- |   |   |
|---|---|
| <input type="checkbox"/> Pre-Vietnam Era  | <input type="checkbox"/> Vietnam Era      |
| <input type="checkbox"/> Post-Vietnam Era | <input type="checkbox"/> Disabled Veteran |

How did you hear about this position? Please specify which website, if applicable.

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