



P.O. Box 99 * 106 S. Main St. * Elmore City, OK 73433 * (580) 788-2345 * (580) 788-2346 (fax)

POSITION APPLIED FOR	
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GENERAL INFORMATION			
Name (last, first, middle initial)		Social Security #	D.L.#
Mailing & Street Address		City,	State, Zip
Home Phone No. () -	Cell Phone No. () -	Work Phone No. () -	
May we contact your present employer?	Y	N	
Are you authorized to work in the United States?	Y	N	
TRAINING AND EDUCATION			
CIRCLE HIGHEST GRADE COMPLETED: HS GRAD GED VO-TECH COLLEGE MASTERS PhD			
School	Major/subject	Degree/certificates	
ADDITIONAL SKILLS			
Describe skills relevant to the job for which you are applying for			
SKILL/EQUIPMENT	TYPE OF EXPERIENCE	YEARS EXPERIENCE	
Clerical Skills, Computer & Software, Specialized Training			
Specialized Training, Licenses, CLHET Certification, K-9			
Emergency Medical Responder			
Public Works, Water & Wastewater			
Can you perform the essential functions of the job you are applying for without accommodation?			Y N
If you answered no, what accommodations will you need?			
Do you have a valid Oklahoma State Driver's License?		Yes	No Other State
(If position applied for involves driving), have you been convicted, pleaded no contest or paid a fine for any traffic violations in the past three (3) years? Yes No If yes please explain:			

Have you been convicted of a felony or served time in prison within the last ten (10) years? Y N
Conviction will not necessarily bar you from employment. If yes, please explain:

How/where did you hear about the position for which you are applying? (Check one)

____ Friend or relative

____ City employee

____ Employment Security

____ Newspaper

____ Other please specify _____

EMPLOYMENT HISTORY

Beginning with your present or most recent employment, list your employment history. Include self-employment, military service, volunteer experience and periods of unemployment. The following sections MUST be completed even if a resume is submitted.

Employer	From:	To:
Employer	From:	To:
Employer	From:	To:
Employer	From:	To:
Employer	From:	To:
Employer	From:	To:
Employer	From:	To:
Employer	From:	To:

REFERENCES

Please list two personal references and two business references for contact.

Phone ()

Phone ()

Phone ()

Phone ()

It is understood and agreed that the foregoing is true to the best of my knowledge, and that my falsification of this application will be grounds for elimination from further consideration or, if employed by the City of Elmore City, for dismissal. I authorize the City of Elmore City to solicit information regarding my character, general reputation, credit, previous employment, and similar background information, and to contact any and all references I have given on my application. I release all parties and persons connected with any such request for information from all claims, liabilities, and damages that may arise out of the furnishing of such information. If employed, I release the City of Elmore City from any liability for future references it may provide regarding my work history with the City of Elmore City.

I understand that employment with the Employer is "at-will", which means that either the City of Elmore City, or I, can terminate the employment relationship at any time, with or without prior notice, and for any reason. All employment is continued on that basis. I understand that no supervisor, manager or executive of the employer, other than the Mayor has any authority to alter the foregoing.

Applicant's signature _____ Date _____

The City of Elmore City is an Equal Opportunity Employer