

City of Choctaw

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Choctaw, Oklahoma 73020
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TO: APPLICANTS FOR EMPLOYMENT WITH THE CITY OF CHOCTAW

FROM: Robert L. Floyd, City Manager

The application process with the city of Choctaw is quite lengthy and very strictly regulated by several local, state and federal employment guidelines/regulations. While we have made every effort to simplify and expedite the selection process, many equal opportunity, affirmative action and Merit System provisions must be monitored.

Applications are accepted **ONLY** for vacant positions being advertised.

PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM. THESE GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO.

DRIVING STANDARDS

If the position you are applying for requires your operating a City vehicle, your driving record must meet the following driving standards:

1. No more than two (2) moving violations within the past three (3) years.
2. No more than one (1) at fault accident in the past three (3) years; or, if at fault accident had occurred in the past three (3) years, not more than one (1) additional moving violation in the past three (3) years. (Two (2) at fault accidents in the past three 3 years will cause the applicant to be ineligible for consideration.
3. No DWI, DUI, or reckless driving (alcohol or drug related) within the past (5) years. If a reckless driving charge is indicated on your driving record you must provide the documentation that proves the reckless charge was not alcohol or drug related.
4. You must possess and maintain a valid Oklahoma drivers license during the course of your employment with the City.
5. If the job you are applying for requires you to operate multi-axle trucks or tractors, trailers or heavy equipment of any kind, Oklahoma law requires you to hold and maintain a commercial chauffeurs license with level "A" or level "B" certification and with endorsements specific to the equipment you are operating.

All applicants for employment with the City of Choctaw are required to furnish a **COPY** of their driving record to the Office of the City Manager, at the applicant's expense **PRIOR** to employment with the City. Copies of your driving record may be obtained at the **DEPARTMENT OF PUBLIC SAFETY**, located at N.E. 36th Street and Martin King Boulevard in Oklahoma City or any local tag agency.

APPLICATION FOR EMPLOYMENT

Qualified applicants are considered for employment without regard to race, color, religion, sex, national origin, or the presence of a non-job related medical condition or handicap.

Please print or type answers to each question clearly and completely.

Applications will be retained in our active files for a period of one (1) year.

PERSONAL: SOCIAL SECURITY NO. _____ - _____ - _____

NAME: _____
Last First Middle

ADDRESS: _____
Number & Street City State Zip Code

Name and number where you may be contacted between the hours of 8a.m. to 5p.m., Monday - Friday:

HOME PHONE:(____) _____ - _____ BUSINESS:(____) _____ - _____

POSITION and AVAILABILITY: [] Full-Time [] Part-Time [] Seasonal

Position desired: _____

If hired for this position, when can you start work? _____

Have you ever worked for the City of Choctaw before? [] Yes [] No

If yes, state when, your position and the Department: _____

Have you ever been convicted of a felony crime within the last seven (7) years?
[] Yes [] No

If yes, state when, what and where: _____

A former conviction DOES NOT automatically disqualify you for employment.

Do you have any relatives employed by the City of Choctaw? [] Yes [] No

Are you related to any member of the City Council? [] Yes [] No

If yes, state name: _____ Relationship _____

SKILLS: (if applicable)

Clerical: Typing Yes No _____wpm

Shorthand: Typing Yes No _____wpm

Please list the kinds of office equipment you can operate: _____

EDUCATION:

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12
13 14 15 16 17 18

Do you possess a high school diploma? Yes No

GED or equivalent? Yes No

Name of High School graduated: _____

Location of High School: _____

College or University	Major	Degree or Certification
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NOTE: A copy of your High School or College Transcript must be attached.

REFERENCES:

List three (3) references other than former employers or relatives:

Name	Address	Phone
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MILITARY SERVICE:

Did you serve in the U.S. Military? Yes No

Branch of Service: _____

Date Entered: _____

Date Ended and Time in Service: _____

Type of Discharge: Honorable Other

Indicate specific military experience or training that is job related:

NOTE: A copy of Form DD 214 must be attached.

LICENSE/CERTIFICATIONS:

PLEASE LIST BELOW ANY JOB-RELATED LICENSES OR CERTIFICATES YOU POSSESS:

_____ License or Certification# _____

_____ License or Certification # _____

_____ License or Certification # _____

NOTE: If you are applying for a position that requires college graduation OR high school/GED, this application is not complete without a transcript. If you are applying for a position that requires a license or certification, a copy must be attached before returning the application to Personnel.

Do you possess a valid Oklahoma drivers license? Yes No

If no, what state? _____

Drivers License Number: _____ Expiration Date: _____

NOTE: If the position for which you are applying requires you to drive a City vehicle, you must obtain and attach a copy of your driving record (obtained from the Department of Public Safety, N.E. 36th Street and Martin Luther King Blvd, in order for application to be complete.

COMMERCIAL CHAUFFEURS LICENSE: CLASS _____ ENDORSEMENT _____

WORK EXPERIENCES: (Complete even if resume is attached)

LIST JOBS STARTING WITH PRESENT AND WORK BACK:

Are you presently employed? Yes No

If yes, may we contact your present employer? Yes No

FROM:	NAME & ADDRESS OF EMPLOYER:	JOB TITLE
_____	_____	_____

TO:	_____	DESCRIBE WORK:
_____	_____	_____

Last Salary:	Name & Title of Immediate Supervisor & Phone #:	Reason for Leaving:
_____	_____	_____
month or year	_____	_____
	_____	_____

FROM:	NAME & ADDRESS OF EMPLOYER:	JOB TITLE
_____	_____	_____

TO:	_____	DESCRIBE WORK:
_____	_____	_____

Last Salary:	Name & Title of Immediate Supervisor & Phone #:	Reason for Leaving:
_____	_____	_____
month or year	_____	_____
	_____	_____

WORK EXPERIENCES: (Continued)

FROM: _____ **NAME & ADDRESS OF EMPLOYER:** _____ **JOB TITLE**

TO: _____ **DESCRIBE WORK:**

Last Salary: _____ **Name & Title of Immediate Supervisor & Phone #:** _____ **Reason for Leaving:**

month or year

FROM: _____ **NAME & ADDRESS OF EMPLOYER:** _____ **JOB TITLE**

TO: _____ **DESCRIBE WORK:**

Last Salary: _____ **Name & Title of Immediate Supervisor & Phone #:** _____ **Reason for Leaving:**

month or year

ADDITIONAL INFORMATION

IF YOU HAVE ADDITIONAL INFORMATION OR COMMENTS WHICH YOU FEEL WILL HELP DETERMINE YOUR SUITABILITY FOR THIS POSITION, PLEASE USE AN EXTRA SHEET IF NECESSARY.

IMPORTANT - READ BEFORE SIGNING

I CERTIFY THAT I HAVE REVIEWED THE INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. A DISHONEST ANSWER TO ANY QUESTION IN THIS APPLICATION WILL CAUSE ME TO BECOME INELIGIBLE FOR EMPLOYMENT OR MAY BE GROUNDS FOR DISMISSAL AFTER A CONDITIONAL OFFER OF EMPLOYMENT HAS BEEN MADE. I HEREBY GRANT PERMISSION TO THE CITY OF CHOCTAW TO INVESTIGATE AND VERIFY ANY OF THE INFORMATION INCLUDED IN THIS APPLICATION AND TO SUBMIT TO MEDICAL EXAMINATION AND PRE-EMPLOYMENT DRUG TEST, IF REQUIRED.

I, FURTHER, UNDERSTAND THAT THIS APPLICATION IS NOT A CONTRACT OF EMPLOYMENT. I HEREBY RELEASE THE CITY AND ITS AGENTS FROM ALL LIABILITY IN MAKING ANY INVESTIGATION AND INQUIRY RELATIVE TO ABIDE BY ALL RULES AND REGULATIONS OF THE CITY.

APPLICANT'S SIGNATURE

DATE

WITNESS SIGNATURE

DATE

N-O-T-I-C-E

Under the Oklahoma Open Records Act, your job application and resume is considered to be a public record (subject to public inspection), if you are employed by the City of Choctaw. All applications are considered private and confidential until that point.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

PLEASE NOTE: At such time you are extended an offer of employment, you will be required to furnish the following documentation. You do NOT need to furnish it at this time, but will be required to furnish this to personnel if you are the successful applicant.

In accordance with the United States Code, Title 8, Section 132A, the City of Choctaw must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service and the United States Department of Labor require you to furnish the City of Choctaw with ONE of the following documents:

1. United States Passport; or
2. Certificate of U.S. Citizenship; or
3. Certificate of Naturalization; or
4. Alien Resident/Alien Cards with photo.

OR

ONE DOCUMENT FROM EACH OF THE COLUMNS BELOW:

- | | |
|-----------------------|-------------------------------------------|
| 1. Drivers License | 1. Social Security Card |
| 2. U.S. Military Card | 2. Birth Certificate |
| | 3. Unexpired INS Employment Authorization |

Failure to furnish the City of Choctaw with the requested documentation will result in denying employment with the City.

BACKGROUND INVESTIGATION

If you are tentatively selected for employment with the City, the City of Choctaw will conduct a background investigation of the information you have provided PRIOR to your being appointed to a position with the City. You must sign the attached release form to authorize the City to verify your credentials.

If tentatively selected, you will also be required to furnish the personnel department with a copy of your arrest record from the Oklahoma State Bureau of Investigation (OSBI) at the applicants expense, PRIOR to employment with the City. Copies of your OSBI record may be obtained in person at the OSBI offices located at 6600 North Harvey Place, Building 6, Suite 140, Oklahoma City, OK, phone number 848-6724.

Failure to do so will result in your no longer being considered for employment with the City.

Please feel free to contact the Office of the City Manager if you have any questions regarding Choctaw's selection process. In closing, let me thank you for your interest in considering the City of Choctaw as a career option.

The City will conduct background investigations of all job candidates applying for positions with the City. The following release must be completed PRIOR to the City's accepting any and all applications. Failure to do so will disqualify you for consideration for employment with the City.

**PERSONAL INQUIRY WAIVER
AUTHORITY FOR RELEASE OF INFORMATION**

I respectfully request and authorize you to furnish the City of Choctaw any and all information that you may have concerning me, my work record, my reputation, my financial, my medical and credit status. Please include any and all medical, physical, and mental records or reports including all information of a confidential or privilege nature, and photostats of same of requested. This information is to be used to assist the City of Choctaw in determining my qualifications and fitness for the positions I am seeking.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

A photocopy of this release form will be valid as an original.

APPLICANT'S SIGNATURE

DATE

**BACKGROUND INVESTIGATION
CONFIDENTIAL INFORMATION AGREEMENT FORM**

I, the undersigned, do hereby understand that a thorough investigation will be conducted to determine my qualifications for the position of _____ with the City of Choctaw.

Further, that to a great extent, my employment will depend on information obtained in confidential interviews with persons whom I have associated. Therefore, I understand that such information is confidential, and the City cannot reveal the reason of non-selection to the applicants or any other perspective employer who are not accepted.

I HAVE READ AND FULLY UNDERSTAND THE FOREGOING STATEMENT.

APPLICANT'S SIGNATURE

DATE