Print Form

CITY OF YUKON, OKLAHOMA

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

(M / F / H / V)

Return to:

PERSONNEL DEPARTMENT, CITY HALL

500 WEST MAIN
P. O. BOX 850500
YUKON, OKLAHOMA 73085

Phone (405) 354-1895

Revised July 1999

Position Applied For _____ Date _____

NOTE: It is to your advantage to answer all questions on this application. (Please print or type.)

Name _____ Social Security No. _____
Last First Middle

Address _____ Telephone No. _____
Street

City State Zip

To facilitate reference checks please indicate any other name under which you have been employed. _____

EDUCATION

Check the highest grade completed: _____ 6 _____7 _____8 _____9 _____10 _____11 _____12

College: _____ 1 _____2 _____3 _____4 _____5 _____6

Dates Attended	Institution	Course of Study	Degree Attained
_____	_____ High School	_____	_____Diploma
	_____ Address	_____	_____ GED
	_____	_____	
_____	_____ College Attended	_____	_____
	_____ Address	_____	_____
_____	_____	_____	_____

Have you received any additional training – work shops, short courses, volunteer work, etc.? _____

_____

_____

_____

EMPLOYMENT HISTORY

LIST YOUR LAST EIGHT EMPLOYERS
STARTING WITH YOUR PRESENT OR MOST RECENT EMPLOYER.

1. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

2. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

3. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

4. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

SPECIAL EMPLOYMENT INFORMATION

Have you previously worked for the City of Yukon _____ Yes _____ No

Position _____ Department _____ Dates (from) _____ (To) _____

Reason for leaving _____

What date would you be available for work?_____

What equipment can you operate? _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? _____ **YES** _____ **NO**

IF NO, PLEASE EXPLAIN. _____

5. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

6. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

7. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

_____

8. Employed by _____ Job Title _____

Address _____

Supervisor's Name _____ Phone _____

Employed from (mo/yr) _____ To (mo/yr) _____

Starting Salary _____ Final Salary _____ Hours per week _____

Reason for leaving _____

References – List the names, addresses and phone numbers of three persons not related to you, who are not former employers.

_____

_____

_____

Are you a U. S. Veteran? ____ Yes ____ No Branch of Service _____ Date of Military Service _____
From – To

Have you ever been addicted to or used on a regular basis any narcotic drugs? _____ Yes _____ No

Have you ever been disciplined by an employer or fired or asked to resign from any job? _____ Yes _____ No

Why? _____

Are you eligible to be surety bonded? _____ Yes _____ No

Is there any reason known to you why you might be unable to perform consistently and promptly any of the job duties for the position you are applying for? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

I understand and agree that:

1. All statements made on this application are true and correct and that any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of, or if employed, termination from employment.
2. It is my understanding that the company will make a thorough investigation of my entire work and personal history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the company and I release from liability any person giving or receiving any such information. I understand that falsification of data so given or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.
3. I agree that my employment may be terminated by the City of Yukon at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to search of my person and of any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination. I understand and agree that I may be required to take a physical examination, which may include a drug screen, at City expense, at any time and, I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the duties of a job I am being considered for prior to employment or in the future during my employment with the City.
4. Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday or a work schedule that consists of days longer or shorter than eight hours a day. I understand and accept these conditions of my continuing employment. I understand and accept that if employed by the City of Yukon, all overtime hours worked by me may be compensated through use of compensatory time off.
5. I further understand that this is an application for employment and that no employment contract is being offered.
6. I understand that if I am employed, such employment is an indefinite period of time ad that the City can change wages, benefits and conditions at any time.
7. I have read and understand the above.

Date: _____ Signature: _____

FOR PERSONNEL DEPARTMENT USE

POSITION CONSIDERED FOR	EXAMINATION	DATE	SCORE
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

ACTION TAKEN	REVIEWED BY
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____