

# Employment Application



City of  
**Antlers**  
Oklahoma

Position Applied For: \_\_\_\_\_ Application Date: \_\_\_\_\_

How did you hear about the job?:  Website  Facebook  Walk-in  Friend/Relative  Other

## Personal Information

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ SSN: \_\_\_\_\_

Are you over the age of 18 years old?  Yes  No

## Legal Questions:

Are you legally authorized to work in the United States?:  Yes  No  
(Proof of eligibility will be required upon employment)

Have you been convicted of a felony within the past seven (7) years?  Yes  No

If yes, please explain: (A conviction will not necessarily disqualify you from employment)

\_\_\_\_\_

\_\_\_\_\_

Have you ever been employed by the City of Antlers?  Yes  No

If yes, when? \_\_\_\_\_ Department? \_\_\_\_\_

Do you have or have you had any relatives employed by the City?  Yes  No

If yes, when? \_\_\_\_\_ Department? \_\_\_\_\_

## Availability

Date you are available to work: \_\_\_\_\_

Do you wish to work:  Full-Time  Part-Time  Temporary

Please indicate hours you are available to work each day: (example: 7am-9pm)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____

Desired Salary: \_\_\_\_\_ Hours per week: \_\_\_\_\_

Can you travel, if the job requires it?  Yes  No

**References** Please list 3 references (not related to you) and their contact information.

Name	Phone Number	Years Acquainted	How do you know them?
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## Educational Background

Level	Institution	Years Completed	Degree: Y/N	Major
High School	.....	.....	.....	.....
College	.....	.....	.....	.....
Grad School	.....	.....	.....	.....
Military	.....	.....	.....	.....
Other	.....	.....	.....	.....

## Employment History

Please give names & addresses of all past employers within the past 5 years. If you are currently employed, list present employer & the reason you left/wish to leave. Additional sheets may be attached if required. Please explain any lapse in time between jobs.

If currently employed, may we contact your present employer?

Yes  No

Previous Employer	Dates Employed	Salary	Position & Duties	Reason for Leaving
Name:	Start Date:	Start Pay:		
Phone:	End Date:	End Pay:		
Name:	Start Date:	Start Pay:		
Phone:	End Date:	End Pay:		
Name:	Start Date:	Start Pay:		
Phone:	End Date:	End Pay:		

## Declaration:

By submitting this application, I confirm that the information provided is accurate, & I understand that any false statements may disqualify me from employment. I authorize the City of Antlers to contact my current or prior employers & references & request any information concerning my previous employment & any pertinent information they may have, personal or otherwise & I expressly release the City of Antlers and all parties providing such information from any & all liability or responsibility for damage that may result from furnishing the same to you. I further understand that said background check may also involve the City of Antlers obtaining an investigative consumer report on me, which may cover such areas as my character, general reputation & mode of living. I hereby authorize the City of Antlers, if they wish, to make such an inquiry and I understand that upon my written request, additional information as to the nature of said inquiry will be provided. If I am offered a position with the City of Antlers, I agree to conform to the applicable rules, regulations and policies of the City of Antlers & acknowledge that my employment and compensation can be terminated at anytime with or without cause, & with or without notice, at the option of either the City of Antlers or myself. I further understand that no representative of the City of Antlers has any authority to make any agreement contrary to the foregoing or to bind the City of Antlers for the employment of any person for any specified period of time. I understand that the City of Antlers is an "At Will" employer.

Applicant Signature .....

Date .....

## City of Antlers Use Only

Arrange interview? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Comments:	
Interviewer/ Date of interview:	
Hired? <input type="checkbox"/> Yes <input type="checkbox"/> No	Pay Rate: \$
Hire Date:	
Department:	Completed by:
Job Title:	Date completed: