

# Application For Employment

**City of Sapulpa**  
425 East Dewey  
Sapulpa, OK 74066

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

*(Please Print)*

Position Applied For			Date of Application		
How Did You Learn About Us?					
<input type="checkbox"/> Advertisement		<input type="checkbox"/> Friend		<input type="checkbox"/> Walk-In	
<input type="checkbox"/> Employment Agency		<input type="checkbox"/> Relative		<input type="checkbox"/> Other	
Last Name		First Name		Middle Name	
Address	Number	Street	City	State	Zip Code
Telephone Number (s)				Social Security Number	

If you are under 18 years of age, can you provide required proof of your eligibility to work?  Yes  No

Have you ever filed an application with us before?  Yes  No If yes, give date: \_\_\_\_\_

Have you ever been employed with us before?  Yes  No If yes, give date: \_\_\_\_\_

Are you currently employed?  Yes  No

May we contact your present employer?  Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No  
*Proof of citizenship or immigration status will be required upon employment.*

Are you available to work:  Full Time  Part - Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Do you have a current valid driver's license?  Yes  No

Please provide number and state of license \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Name and Address Of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

## Specialized Skills

## Check Skills/Equipment Operated

<input type="checkbox"/> Multi-line phones	<input type="checkbox"/> PowerPoint	<input type="checkbox"/> Backhoe	<input type="checkbox"/> Paver	<input type="checkbox"/> Wastewater License
<input type="checkbox"/> PC	<input type="checkbox"/> Excel	<input type="checkbox"/> Tractor	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Water License
<input type="checkbox"/> Calculator	<input type="checkbox"/> Access	<input type="checkbox"/> CDL "Class A"	<input type="checkbox"/> Dump Truck	<input type="checkbox"/> Utility Maintenance
<input type="checkbox"/> Typewriter	<input type="checkbox"/> Cashier	<input type="checkbox"/> Forklift	<input type="checkbox"/> Trackhoe	<input type="checkbox"/> CLEET
<input type="checkbox"/> Word	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Loader	<input type="checkbox"/> Street Sweeper	<input type="checkbox"/> Firefighter

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations, which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Dates Employed		Employer	Address
From	To	Job Title	Telephone Number
		Supervisor	Reason for Leaving
Hourly Rate/Salary		Work Performed	
From	To		
Dates Employed		Employer	Address
From	To	Job Title	Telephone Number
		Supervisor	Reason for Leaving
Hourly Rate/Salary		Work Performed	
From	To		
Dates Employed		Employer	Address
From	To	Job Title	Telephone Number
		Supervisor	Reason for Leaving
Hourly Rate/Salary		Work Performed	
From	To		
Dates Employed		Employer	Address
From	To	Job Title	Telephone Number
		Supervisor	Reason for Leaving
Hourly Rate/Salary		Work Performed	
From	To		

If you need additional space, please continue on a separate sheet of paper.

## Additional Information

<p><b>Other Qualifications</b> Summarize special job-related skills and qualifications acquired from employment or other expertise.</p>
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# Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at this time.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**NOTE TO APPLICANTS:** DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached,

Yes     No

In connection with your application for employment, we may procure a **credit report** on you as part of the process of considering your application. If the City obtains a credit report in connection with your application for employment or for any other employment purposes, under Oklahoma Law, you have a right to receive a free copy of the credit report. Please designate below if you wish to receive a copy of the credit report, if requested by the City.

I do not wish to receive a copy of my credit report.  Yes     No

If a credit report is obtained, please have a free copy sent to me.  Yes     No

Print Name:

Signature:

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. Attached is a summary of these rights for you to take with you.