



Application for Employment
Information on this form is subject to verification

Submit your application to:

Human Resources Management Division (HRMD), P.O. Box 25352, Oklahoma City, OK 73125 or FAX 405-521-6902, or attach application to an e-mail and send to jobs@okdhs.org.

Table with 3 columns: Announcement number, Classification/job family descriptor (JFD), Closing date

Applicant's information: If using Microsoft Word all blocks expand.

Form with fields for Name, Social Security number, Other names, E-mail address, Area code, Main phone number, Home street address, City, State, Zip, Mailing address, Current employer, HRMD use only, Agency work history, and Re-instatement provisions.

Education: If high school is listed do not include year of graduation.

Form with fields for College/University/School, Location, Attendance, Type of degree or certificate, Major, Graduated, Semester hours completed, and Semester hours in Computer Science/Information Technology (IT) jobs only.

Second highest education level

College/University/School	Location	Attendance (MM/YY to MM/YY)
Type of degree or certificate	Major	Graduated (MM/YY)
Semester hours completed (required if you did not graduate)	Semester hours in Computer Science/ Information Technology (IT jobs only)	
Registration, certification, or licensure type	Granted by	Valid through date

Qualifying experience:

List a minimum of the last seven years of employment history and all jobs that include relevant experience for the position that you are seeking. Complete all blocks for each job listed. If using Microsoft Word, the blocks expand. If you want to include more than four positions you may attach additional sheets with identical information. If the information on this form is incomplete, approval of eligibility may be delayed or denied.

1. Job title	Employer and location	Average hours per week	
Began (mm/dd/yy)	Ended (mm/dd/yy)	Ending salary	Reason for leaving
Description of duties			
Supervisor's name, title, and contact number		Did you supervise any employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	

2. Job title	Employer and location	Average hours per week	
Began (mm/dd/yy)	Ended (mm/dd/yy)	Ending salary	Reason for leaving
Description of duties			
Supervisor's name, title, and contact number		Did you supervise any employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	

3. Job title	Employer and location	Average hours per week	
Began (mm/dd/yy)	Ended (mm/dd/yy)	Ending salary	Reason for leaving
Description of duties			
Supervisor's name, title, and contact number		Did you supervise any employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Job title	Employer and location	Average hours per week	
Began (mm/dd/yy)	Ended (mm/dd/yy)	Ending salary	Reason for leaving
Description of duties			
Supervisor's name, title, and contact number		Did you supervise any employees? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Check all of the following that apply:

Are you seeking part-time employment? Yes No

Are you seeking temporary appointment (less than six months)? Yes No

If applying for positions in residential facilities, shelters, or group homes, are you willing to perform shift work? Yes No

Are you legally able to work in the United States? Yes No

Special qualifications

Software skills: Excel Access Word Other Specify: _____

Manual sign language Bilingual skills
Indicate language other than English: _____

Have you ever been terminated or resigned from employment in lieu of being terminated? Yes No

If yes, explain circumstances:

Have you had a protective order entered against you pursuant to the Oklahoma Protection from Domestic Abuse Act or a similar statute of another state? Yes No
If yes, provide the name of the court and court number:

Have you ever pled guilty or no contest to a crime other than a minor traffic offense?

Yes No

Have you ever been convicted of a crime other than a minor traffic offense?

Yes No

If the answer to either question is yes, please explain:

Job-related references - Please limit to three

Name	Address	Area code	Daytime phone

OKDHS policy does not allow some family members to be employed within the same supervisory group or unit. Please list the names of all your relatives now employed by OKDHS. If more than two, continue on an attached sheet.

Name(s)	Relationship	Employed at

Sections 358(B) and 359(B) of Title 21 of the Oklahoma Statutes prohibits applicants for state employment from knowingly making materially false statements or representation on an employment application. Violation is a criminal offense, punishable by fine and/or imprisonment. By submitting this form in paper or electronic format, I represent that the information provided is true and accurate.

I authorize OKDHS to perform a criminal background check and/or driving record check if required for this job. I authorize any current or previous employer to disclose my job performance and work history.

All applicants for employment with OKDHS receiving a conditional offer of employment must pass a drug test pursuant to the drug testing policy of OKDHS (OAC 340:2-1-40 through 340:2-1-44). To obtain a copy of this policy, go to <http://www.okdhs.org/library/policy/oac340/002/01>.

If this application is submitted as an attachment to e-mail, you will be required to sign a printed copy if invited to interview.

Signature of employee/applicant

Date