

APPLICATION DIRECTIONS:

- All information requested on the application form must be responded to on the application form itself. You may attach a resume if you choose, but **do not refer to the resume** instead of completing the application form. Referring to a resume instead of completing the form will disqualify your application for consideration.
- In order for your application to be considered for employment, it must be completed in its entirety; do not leave blank spaces or ignore any section. If a question does not apply to you, please mark "N/A" in the blank.
- As you complete the application form, provide details on prior education, work experience, and any relevant training or certificates and licenses that would indicate your knowledge, skills and ability to perform the job applying for. Be as specific as possible (refer back to the job description) since the application will be screened based on the information supplied on the form, regardless of what you may otherwise be able to do.
- If additional space is needed to complete any questions, you may attach additional sheets to the form or write on the back side of the form.
- **SIGN** the application form. Applications without signatures will not be considered.
- If you are selected for an interview, you will be contacted by telephone or e-mail. If you do not have voice mail or an answering machine, please list a telephone contact number of someone that can be reached during business hours.
- When your application is no longer being considered for employment, you will be notified by mail. It can sometimes be a lengthy process to fill a position so it may be several weeks between the time you submit the application and the time the position is filled. **Please do not call to check the status of your application.** If you have not received a letter in the mail, your application is still being considered for employment.
- **DO NOT CONTACT THE DEPARTMENT DIRECTLY CONCERNING THEIR JOB OPENINGS** unless it is in response to a contact initiated by the department. Contacting the department directly in an effort to circumvent the hiring process will disqualify your application from consideration.
- If you wish to attach something (certificates, diplomas, letters of recommendations, etc.) to the application form, please do so. However, once submitted, the application and all attachments become the property of the City of Duncan. Copies will not be made and attachments will not be returned.
- The only positions that can be applied for are open positions that have been advertised to the public. If you wish to apply for more than one advertised job, an application form must be completed for EACH position applied for. You may use copies of the original application form to apply for multiple jobs, but the signature sheet turned in with each application form must be original. Also, if using copies, be sure to change the name of the position applied for on the form.

CITY OF DUNCAN

Employment Application



We offer equal employment opportunities to all persons without regard to race, color, religion, age, marital or veterans' status, sex, national origin, disability, or any other legally protected status.

APPLICANT INFORMATION					
Last Name		First		M.I.	Date
Street Address				Apartment/Unit #	
City		State		ZIP	
Phone		E-mail Address			
Date Available		Social Security No.		Desired Salary \$	
Position Applied for: (1 application per position)					
Do you have the legal right to work in the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Are you 18 years of age or older? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?	
Do you have any relatives working for City of Duncan?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, list name, relationship, and department	
Driver's license information:					
Number:		State:		Expiration Date:	
EDUCATION					
High School			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other			Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
REFERENCES					
<i>Please list three professional references.</i>					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					
Full Name			Relationship		
Company			Phone ()		
Address					

**PREVIOUS EMPLOYMENT – PLEASE GIVE HISTORY FOR THE LAST *TEN* YEAR PERIOD
(USE BACK OF THIS PAGE IF YOU DO NOT HAVE ENOUGH ROOM FOR A COMPLETE TEN YEAR HISTORY)**

Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Company		Phone ()	
Address		Supervisor	
Job Title	Starting Salary	\$	Ending Salary
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE	
Branch	From To
Rank at Discharge	Type of Discharge
If other than honorable, explain	
MOS (please print)	

OTHER INFORMATION	
A job description for this position is attached and should be read in its entirety before applying. After reading the job description, do you feel that you are able to perform the essential functions of the job, with or without accommodation?	Yes _____ No _____

ADMINISTRATIVE POLICY
CONDITIONS OF EMPLOYMENT IF
DRIVER'S LICENSE REQUIRED FOR POSITION

A background check will be run on prospective applicants that have received a conditional offer of employment. The background checks will include former employment, references, financial, criminal, driving, etc. If a driver's license is required for the job applied for, and the applicant's point level on their driving record is more than 3 points OR the applicant has had their driver's license suspended for any reason in the three year period immediately preceding the date the driving record is checked, the applicant is ineligible for employment. Additionally, if a driver's license is required for the position applied for, and the applicant has been convicted of a DWI or DUI (alcohol or drugs) OR the applicant has pled guilty before a judge of a DWI or DUI (alcohol or drugs), even if the record has been legally expunged in the three year period immediately preceding the date the driving record is checked, the applicant is ineligible for employment.

I state that I have read the above conditions of this job and that I am eligible for employment in the position applied for as of this date.

Date

Applicant