



**APPLICATION FOR EMPLOYMENT
CLEVELAND COUNTY
201 S. Jones Avenue
Norman, Oklahoma 73069**

Instructions:

Please answer all questions. If you do not completely fill out this application, you will not be considered for employment. Your application will be compared to other applications, and those candidates whose qualifications best meet the needs of Cleveland County for a particular opening will be contacted. Cleveland County is an Equal Opportunity Employer. Applicants are considered regardless of race, religion, color, age, gender, national origin, veteran status, or physical or mental handicap.

NOTE: Are you legally eligible for employment in this country? Yes ___ No ___

Applicant Full Name: _____ Date: _____

Position Applying For: _____

Please list any other nicknames or aliases you have or do go by: (please include maiden name)

Mailing Address: _____

Phone Number: (_____) _____ Cell Phone or Message Number: (_____) _____

Are you 18 years old or over? Yes ___ No ___ Email: _____

If applying for summer positions are you 16 years of age? Yes ___ No ___

Position Preference	<input type="checkbox"/> Regular	<input type="checkbox"/> Part-Time	Expected Salary	Date Available to Work
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Summer		
Have You Ever Worked for Cleveland County? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, When?	What Department?	Who Referred You to Cleveland County?	
Do You Have Any Relatives Working for Cleveland County? <input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, Who?	Relationship?	What Department?	

Education	Name of School and Location	Number of Years Attended	Graduated	Year (Optional)	Major/Course of Study Degree Received
Elementary, High School or GED			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Technical or Trade School			<input type="checkbox"/> Yes <input type="checkbox"/> No		
College or University			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No		

NOTE: If you are applying for a position that requires college graduation, an official transcript must be submitted.

Were you in the U.S. Military? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Service	Duties Performed	Honorable Discharge? <input type="checkbox"/> Yes <input type="checkbox"/> No
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**** A copy of DD214 will be required if hired by Cleveland County.**

Skills - Please indicate training or experience: (Check all that apply)

- Typing ___ wpm
 10-Key
 Data Entry
 Microfilming/Scanning
 Bilingual
 Microsoft Office Suite
 Computer Programming (what languages? List on lines below)
 Printing Equipment

Any other training or experience: (Please list on line below or you may use a separate sheet of paper if needed.)

Please list your profession, trade licenses or certifications: _____

Do you possess a valid Oklahoma Driver's License? Yes No **Type** _____ **Operator License No.** _____

Chauffeur License No. _____ **Commercial License No.** _____

Work Experience: Give record of each employment which you have had for the last ten years. Use additional paper if more space is necessary. Start with present or most recent employment and work back through previous positions.

Dates - From	To	Title of Position	Starting Salary	Final Salary
Name of Employer		Address of Employer		
Duties and Responsibilities				
Name of Supervisor		Phone Number		
Reason for Leaving		May We Contact Your Current Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No, Please Explain Below:		

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Name of Employer		Address of Employer		
Duties and Responsibilities				
Name of Supervisor		Phone Number		
Reason for Leaving				

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Name of Employer		Address of Employer		
Duties and Responsibilities				
Name of Supervisor		Phone Number		
Reason for Leaving				

Personal References

Give name, occupation, address and phone number of THREE references who are not related to you and are not current or previous employers.

<u>Name & Address</u>	<u>Occupation</u>	<u>Phone Number</u>

Please Read Before Signing

I understand and agree that:

- 1. 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. I understand that Cleveland County may conduct a thorough investigation, including criminal, to verify all data given in this application. I hereby authorize my present and previous employers and educational institutions to provide information requested by Cleveland County.*
- 3. I agree that my employment may be terminated by Cleveland County at any time without liability for wages or salary except such as may have been earned at the time of such termination.*
- 4. I understand that at times my regular work schedule may be adjusted to include: overtime, shift work, a rotation schedule, or a work schedule other than Monday through Friday.*
- 5. I understand that Cleveland County reserves the right to request a pre-employment (post-offer) physical examination and comprehensive alcohol/drug testing as a normal part of the selection process and on-going employment.*
- 6. Nothing on the application is intended to create or imply a contractual relationship. If hired, I understand that my employment is "At Will" and can be terminated with or without reason at any time.*
- 7. I understand that Cleveland County may run a credit check through the Consumer Credit Reporting Agency.*

I further understand that this is an application for employment and that the application neither makes an offer of employment nor operates as a contract.

I understand that if I am the successful applicant I will only receive a conditional job offer. The conditional offer will not become a final offer until I have demonstrated that I can perform the physical tasks required of this job. I understand that for some jobs, this may include a physical examination at the County's expense. However, I understand that I may ask for reasonable accommodation to allow me to perform the job. I understand that inability to perform the physical tasks WILL NOT automatically exclude me from consideration. I also understand that Cleveland has a zero tolerance drug and alcohol policy and that I may be required to submit to and pass a drug/alcohol test before I am offered a position and at any time during my employment.

And that if I am employed, such employment is for an indefinite period of time and that Cleveland County can change wages, benefits and conditions any time.

If employed, I will comply with all rules and regulations as set forth in Cleveland County Personnel Policy and other policies as established by my department head or supervisor.

I have read or have had this application read to me and understand all statements and questions contained in the application for employment and have answered in a truthful manner.

Applicant Signature

Date