



APPLICATION FOR EMPLOYMENT
OKLAHOMA COUNTY SHERIFF'S OFFICE
 201 N. Shartel
 Oklahoma City, Oklahoma 73102
 (405) 713-2040



INSTRUCTIONS: Print or Type

Please answer all questions. Application must be completely filled out to be considered. Application will be retained one year during which time you may update it. Candidates whose qualifications best meet the need of the County will be considered. Oklahoma County is an equal opportunity employer.

NOTE: You are a citizen, lawful permanent resident or otherwise authorized to work in the United States. **Yes No**

Name _____ Date _____

Mailing Address _____ Zip Code _____

Phone Numbers Home _____ Work _____ Pager _____ Are you 18 or over? Yes No Social Security Number _____

Position Desired Regular Part-time Temporary Summer Desired Salary _____ Date available for work _____

Have you ever worked for Oklahoma County? Yes No
 If yes, when? _____ What department? _____ Who referred you to Oklahoma County? _____

Do you have any relatives working for Oklahoma County? Yes No
 If yes, who? _____ Relationship to you? _____ What department does relative work in? _____

Education	Name and Location of School	Number of Years Completed	Degree Received	Year	Major Courses of Study

NOTE: If you are applying for a position with the Oklahoma County Sheriff's Office a transcript of your high school diploma must be submitted at time of application. You must also have a valid Oklahoma Driver's License.

Were you in the U.S. Military? Yes No
 Dates of Duty _____ Duties Performed _____

Professional or trade licenses/certificates: _____

SKILLS -- Please indicate training or experience
 CRT _____ Printing Equipment _____ Computer Operations _____
 Typing _____ wpm Word Processing _____ Programming _____
 Shorthand _____ wpm 10-Key _____ Other _____

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

What job (or activity) have you most enjoyed? and why? _____

What job (or activity) have you least enjoyed? and why? _____

Have you ever been discharged or asked to resign from employment? Yes No If yes, please give particulars on a separate sheet.

Have you ever been found guilty of a felony? If yes, what offense? _____ Date _____ Place (City & State) _____

Yes No

Have you ever been refused a Bond? If yes, for what position?

Yes No

WORK EXPERIENCE

Start with present or last employment and work back through previous positions.

Dates	From	To	Title of Position	Salary-Starting	Final
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Name of Employer	Duties
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Address

Name of Supervisor	Reason for Leaving
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Dates	From	To	Title of Position	Salary-Starting	Final
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Name of Employer	Duties
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Address

Name of Supervisor	Reason for Leaving
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Dates	From	To	Title of Position	Salary-Starting	Final
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List (3) Three references other than family members

Name	Address	Phone	Relationship

List residences for the past 5 years

Location	Rent/Own	Mortgage Company	Landlord Name and Number

PLEASE READ BEFORE SIGNING

I understand and agree that:

- Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or if employed, termination from employment.
- It is my understanding that Oklahoma County may make a thorough investigation and may verify all data given in this application. I hereby authorize my present and previous employers and educational institutions to provide information requested to Oklahoma County.
- I agree that my employment may be terminated by Oklahoma County at any time without liability for wages or salary except such as may have been earned at the time of such termination.
- Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation of schedule, or a work schedule other than Monday through Friday.
- Oklahoma County reserves the right to request a post-employment physical examination and comprehensive drug testing as a normal part of the selection process.

This is an application for employment. Employment is not being offered at this time. I understand that if I am employed, such employment is for an indefinite period of time and that Oklahoma County can change wages, benefits, and conditions at any time.

If employed, I will comply with all rules and regulations as set forth in the Oklahoma County Personnel Policy and other policies as established by departmental procedures.

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 to the best of my ability.

You may contact my present employer _____

Yes No

Applicant's Signature

Date

DO NOT WRITE IN THIS AREA - FOR OFFICE USE ONLY

Interview Dates

Referred Dates

Department