

**City of El Reno  
Employment Application  
Instruction Page**

Read each section of the application carefully; answer each question fully and truthfully leaving no question blank. You may place N/A in the blank if the question does not apply to you or your specific qualifications. It is important that your application be as complete as possible, you may provide additional information or resume with your completed application.

This application does not constitute an employment agreement between the City of El Reno and a prospective employee. The information obtained through the application will be used to complete reference checks and to gain background information, by signing the application you are giving the City of El Reno and its agents permission to perform said background checks.



## **City of El Reno** **Application for Employment**

The City of El Reno is an Equal Opportunity Employer

The City of El Reno offers equal employment opportunities to all persons without regard for race, color, religion, age, marital or Veterans' status, sex, national origin disability, or any other legally protected status.

### **General Information**

Print Full Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address: \_\_\_\_\_  
Number \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Message or Cell Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Are you over the age of 18? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If you are under the age of 18 please state your date of birth: \_\_\_\_\_

Do you have legal right to work in the United States? \_\_\_\_\_ Yes \_\_\_\_\_ No; If employed can you provide proper documentation? \_\_\_\_\_ Yes \_\_\_\_\_ No

Position(s) applied for: \_\_\_\_\_

How soon could you start work? \_\_\_\_\_

Type of Employment: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Temporary: \_\_\_\_\_

Rate of Pay Expected: \_\_\_\_\_

What Days and hours if Part Time? Days: \_\_\_\_\_ Hours: \_\_\_\_\_

### **Education**

School Name and Address	Years Completed	Diploma/Degree	Course of study or Major	Specialized Training, Experience and Skills
<u>Elementary:</u>	<u>4 5 6 7 8</u>			
<u>High School:</u>	<u>9 10 11 12</u>			
<u>College/University:</u>	<u>1 2 3 4</u>			
<u>Graduate/Professional:</u>	<u>1 2 3 4</u>			
<u>Trade/Correspondence:</u>				
<u>Military:</u>	<u>2 4 6 8</u>	<u>Type of Discharge:</u>		
<u>Other:</u>				

## **Background Information**

Have you applied with the City of El Reno before?  Yes  No; If yes, when? \_\_\_\_\_

Have you worked for the City of El Reno before?  Yes  No; If yes, when? \_\_\_\_\_

Have you ever been convicted of or pled guilty or "no contest" to a felony?  Yes  No

If yes, please give the following information, in what state did the offense occur?

Give the date and court where the conviction occurred: \_\_\_\_\_

*Note: Conviction of a felony does not automatically disqualify an applicant for employment.*

## **Work Record**

Are you currently employed?  Yes  No, If so, why do you desire to make a change?

### ***1. Name and Address of most recent Employer:***

Company Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Rate: \_\_\_\_\_ Ending Rate: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this Employer?  Yes  No Telephone No. (\_\_\_\_) \_\_\_\_\_

### ***2. Name and Address of prior Employer:***

Company Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Rate: \_\_\_\_\_ Ending Rate: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this Employer?  Yes  No Telephone No. (\_\_\_\_) \_\_\_\_\_

### ***3. Name and Address of prior Employer:***

Company Name \_\_\_\_\_ Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Starting Rate: \_\_\_\_\_ Ending Rate: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

Job Title & Duties: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this Employer?  Yes  No Telephone No. (\_\_\_\_) \_\_\_\_\_

Have you ever been terminated from a position?  Yes  No; If Yes, please give a brief explanation:

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Please fully explain any gaps in employment history:

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Please indicate any actual experience, special training, or special license(s) and qualifications that you have that you feel are relevant to the position for which you are applying:

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### **Driving Record**

Do you have a **valid State Driver's License?**  Yes  No; List the class, restrictions, License number, and date of expiration:

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Have you been cited for any moving violation within the past five years?  Yes  No; If yes, in what state(s), place(s), and what was the resolution of the citation?

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*The City of El Reno may request an applicant to furnish a recent copy of their driving record. If so, you can obtain this record at the El Reno Tag Agency located at 120 S. Rock Island. If you do not have a Driver's License please contact the Human Resources Department to inquirer as to whether it is a requirement of the position for which you are applying.*

### **Personal References**

Please list at least three persons who know you well(not previous employers or relatives):

Name	Occupation	Address (Street, City, & State)	Telephone Number	Number of years Known

**City of El Reno**  
**Application Certification**  
**(Please read the following certification **carefully** before signing)**

**I CERTIFY THAT THE INFORMATION GIVEN BY ME IN THIS APPLICATION IS TRUE IN ALL RESPECTS, AND I AGREE THAT IF THE INFORMATION GIVEN IS FOUND TO BE FALSE IN ANY WAY, IT SHALL BE CONSIDERED SUFFICIENT REASON FOR DENIAL OF EMPLOYMENT OR DISCHARGE.** I authorize the use of any information in this application to verify my statements, and except as indicated above, I authorize the past employers, all references, and any other persons to answer all questions asked concerning my ability, character, reputation, and previous education or employment record. I consent to such investigations as the City of El Reno may make regarding driving records, law enforcement records, credit reports and my general background. I further understand that all applicable portions of this application must be completed or I will be ineligible for consideration for which I am applying.

I understand that nothing contained in this employment application or in the granting of an interview for a position of employment is intended to create an employment contract between the City of El Reno and myself for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no promise or guarantee of employment for any specific length of time or under any specified circumstances shall be binding upon the City of El Reno unless made in writing by or with the express written consent and authorization of the City Manager. If an employment relationship is established, I understand that I have the right to terminate my employment at any time and for any reason and that, the City of El Reno retains the same right. I understand that employment with the City of El Reno is at-will employment.

I understand that, depending on the position applied for, prior to being offered with the City of El Reno I may be requested to take an examination pertaining to skills or equipment operation. In the event I have a physical or mental condition, which will affect my ability to take the test, I will so inform the City of El Reno prior to the administration of the test so that a reasonable accommodation can be made. Requested accommodations may include accessible testing sites, modified testing conditions, and accessible testing formats. The City of El Reno reserves the right to require medical documentation concerning the need for accommodation.

I understand that, if a conditional offer of employment is made, the City of El Reno may require me to pass a medical exam prior to the commencement of work and as a condition of employment. I also understand that drug and/or alcohol tests are a condition of employment and that refusal to submit to such tests when asked by the City of El Reno shall be considered sufficient reason for denial of employment.

I understand that if employed, the policies and rules which are issued by the City of El Reno are not conditions of employment and that the City of El Reno may revise policies and procedures, in whole or in part, unilaterally at any time.

**IMPORTANT: IF YOU DO NOT UNDERSTAND OR IF YOU DISAGREE WITH ANY PORTION OF THE ABOVE CERTIFICATION, DO NOT SIGN BEFORE DISCUSSING WITH THE HUMAN RESOURCES DIRECTOR.**

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Signature of Applicant

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Date

City of El Reno  
Equal Employment Opportunity Application Data Form

**Important**-To All Applicants: To enable us to meet government reporting regulations and maintain an Affirmative Action Plan, the City of El Reno requests that you complete this personal data form. ***Information will be used solely for government reporting purposes and will be detached and kept separate from your application.*** Any information that you choose to provide will not be considered by the City of El Reno for employment purposes and will be treated as confidential. Your voluntary cooperation is appreciated.

Print Name: \_\_\_\_\_  
Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Position for which you are applying? \_\_\_\_\_

Date: \_\_\_\_\_ Male: \_\_\_\_\_ Female: \_\_\_\_\_

If any of these definitions apply to you, please check the appropriate box(s):

**White**-(Not of Hispanic origin)-All persons having origin in any of the original peoples of Europe, North Africa, or the Middle East.

**Black**-(Not of Hispanic origin)-All persons having origins in any of the Black racial groups of Africa.

**Hispanic**-All persons of Mexican, Puerto Rican, Cuban, Central or South America, or other Spanish culture or origin, regardless of race.

**Asian or Pacific Islander**-All persons having origins in any of the original peoples of the far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.

**Native American or Alaskan Native**-All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Referral Source**

- Advertisement (1)
- Employee Referral (2)
- Government Agency (4)
- Employment Agency (5)
- College Recruitment (6)
- Walk-in (7)
- Open House (8)
- Other (9) please describe: \_\_\_\_\_