

## 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: <small>(1 application per position)</small>					
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?	
Have you ever been convicted of a felony? <small>(Conviction of a felony does not automatically disqualify an applicant for employment.)</small>		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain	
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 <b>professional</b> 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**

If you have relatives working for the City of Duncan, list name(s), department(s) and relationship(s):	
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 _____

PLEASE LIST ANY EXPERIENCE YOU HAVE THAT WILL HELP QUALIFY YOU FOR THE POSITION YOU ARE APPLING FOR:

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**DISCLAIMER AND SIGNATURE**

It is my understanding that the City of Duncan (City) may make a thorough investigation of my entire work history and may verify all data given in my application for employment, related papers, or oral interviews. I authorize such investigation and the giving and receiving of any information requested by the City, and I release from liability any person giving or receiving any such information. I understand that any material misrepresentation or deliberate omission of a fact in my application, or other derogatory information discovered as a result of this investigation may prevent my being hired, or if hired, may subject me to immediate dismissal.

I agree that, if hired, my employment may be terminated by the City at any time without liability for wages or salary except such as may have been earned at the date of such termination. If requested by the management at any time, I agree to submit to a search of my person or any locker that may be assigned to me, and I hereby waive all claims for damages on account of such examination.

If a conditional offer of employment is extended to me, I agree to submit to a physical and drug test prior to my employment at the cost of the City. I authorize any physician, hospital or lab to release any information which may be necessary to determine my ability to perform the duties of the job I have been conditionally offered. Once a conditional offer of employment has been made, I understand that I must complete and pass a physical and drug test before I can be hired. My background and driver's license check (if applicable) must also be acceptable before I can be hired. If hired, I agree to submit to a medical exam and/or alcohol and drug test according to City policy at the discretion and cost of the City. I authorize any physician, hospital or lab to release any information which may be necessary to determine my ability to perform the duties of my job and/or my compliance with the City's Drug & Alcohol policies.

I understand that the use of drugs or alcohol on the job, or reporting to work with impaired abilities will be cause for immediate dismissal. If extended a conditional offer of employment for a City job that requires a Commercial Driver's License, I understand that the City complies with the drug and alcohol testing requirements of the Department of Transportation for those positions, including random testing.

Although management makes every effort to accommodate individual preferences, business needs may at times make the following conditions mandatory: overtime, shift work, a rotating work schedule, or a work schedule other than Monday through Friday. I understand and accept these as conditions of employment if hired.

I further understand that this is an application for employment and that no employment contract is being offered.

I understand that if I am employed, such employment is for no definite period of time and that the City can change wages, benefits and conditions of employment at any time, unless otherwise provided by State Statute.

I HAVE READ AND UNDERSTAND THE ABOVE.

**Signature**

**Date**

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 be performed by the Police Department and 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



## AUTHORIZATION TO RELEASE INFORMATION

To Whom it May Concern:

I hereby authorize any authorized representative of the City of Duncan bearing this release or photo static copy thereof, within one year of its date, to obtain information from your files pertaining to my employment, driving, criminal, credit or educational records, including but not limited to academics, achievements, attendance, athletics, driving history, citations, arrests, personal (non-medical) history and disciplinary records. I hereby direct you to release such information upon request of bearer.

This release is executed with full knowledge and understanding that the information is for the official use of the City of Duncan. Consent is granted for the Duncan Police Department to furnish such information as is described above, as third parties in the course of fulfilling its official responsibilities.

I hereby release you as the custodian of such records and any school, college, university or other educational institution, credit bureau, lending institutions, consumer reporting agency, retail business establishment, law enforcement agency or local, state or federal government agency including its officers, employees or related personnel both individually and collectively from any and all liability for damages of whatever kind which may at any time result to me, my heirs, family or associates because of compliance with this authorization and request to release information or any attempt to comply with it.

I hereby acknowledge that information obtained in the background investigation is confidential and will not be released to the applicant. I acknowledge that this is important in order to obtain objective and unbiased information. I also will not attempt to obtain from the City of Duncan a copy of any background information.

A copy of this authority to release will be as valid as the original.

Should there be any question as to the validity of this release, you may contact me as indicated below:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print or Type Name: \_\_\_\_\_

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
My commission expires  
(seal)

NOTARY