



**City of Warr Acres**  
 4301 N Ann Arbor Ave  
 Warr Acres, OK 73122  
 405-789-2892  
 www.WarrAcres-OK.gov

## APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

**PERSONAL INFORMATION**

Date: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Name (Last, First, Middle) \_\_\_\_\_

Present Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number (home) (\_\_\_\_\_) \_\_\_\_\_ (other) (\_\_\_\_\_) \_\_\_\_\_

Referred By: \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

**EMPLOYMENT DESIRED**

Position: \_\_\_\_\_ Date you can start: \_\_\_\_\_ Salary Desired: \_\_\_\_\_

Are you employed now?  Yes  No      If so, May we inquire of your present employer?  Yes  No

Ever Applied to the City of Warr Acres before?  Yes  No      Where? \_\_\_\_\_ When? \_\_\_\_\_

EDUCATION	Name and location of school	Circle last year completed	Did you Graduate?	Subjects Studied and Degree(s) Received
Grammar School	_____		<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	
High School	_____	1 2 3 4	<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	
College	_____	1 2 3 4	<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	
Trade, Business or Correspondence School	_____	1 2 3 4	<input type="checkbox"/> Yes	
	_____		<input type="checkbox"/> No	

**GENERAL**

Subjects of Special Study or Research Work: \_\_\_\_\_  
 \_\_\_\_\_

Job Related Skills (typing, driver's license, etc): \_\_\_\_\_  
 \_\_\_\_\_

Activities Other Than Religious (Civic, Athletic, Etc.): \_\_\_\_\_  
 (Exclude organizations, the name or character of which indicates the race, sex, color or national origin of its members)

\_\_\_\_\_

**CONTINUED ON OTHER SIDE**

**FORMER EMPLOYERS** List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Salary (upon leaving)	Position	Reason for Leaving
From				
To				
From				
To				
From				
To				
From				
To				

**REFERENCES** List below three persons not related to you, whom you have known at least one year

Name	Address	Position	Years Acquainted
1.			
2.			
3.			

“Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector or similar test or examination as a condition of employment or continued employment, any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed \$100.”

“It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.”

**If you are hired by the City of Warr Acres, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.**

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the City of Warr Acres to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the City of Warr Acres, without giving me prior notice of such disclosure. In addition, I release the City of Warr Acres, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

**I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the City of Warr Acres. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City of Warr Acres unless made in writing.**

If I am offered employment I agree to submit to a medical examination and drug test before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the City of Warr Acres and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the City of Warr Acres the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, and if I am hired a condition of my employment will be that I abide by the City of Warr Acres Drug and Alcohol Policy.

I understand that filling out this form does not indicate there is a position open and does not obligate the City of Warr Acres to hire. If hired, I agree to abide by all City of Warr Acres work rules, policies and procedures. The City of Warr Acres retains the right to revise its policies or procedures, in whole or in part, at any time.

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



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Dear Prospective Employee;

Effective September 2003 all applicants are required to have the following information included with their submitted application;

1. Oklahoma State Bureau of Investigation Criminal Record (three searches, cost may vary)
  - a. Name based - \$15.00
  - b. Sex offender - \$2.00
  - c. Mary Rippy violent offender - \$2.00
2. Driving Record from any tag agency - \$25.00 CASH.

**OSBI location;**

6600 N Harvey Place

Oklahoma City, OK 73116

From NW 63<sup>rd</sup> and Robinson go 1 block north. The building is #6, and is between Harvey and Robinson