



CITY OF BARTLESVILLE
 APPLICATION FOR EMPLOYMENT
 AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION DATE:	POSITION APPLIED FOR:	LAST FOUR DIGITS OF SOCIAL:
LAST NAME:	FIRST NAME:	M.I.:
STREET ADDRESS:	E-MAIL ADDRESS:	HOME PHONE:
CITY:	STATE:	CELL PHONE:
ZIP CODE:	DATE YOU WILL BE AVAILABLE TO BEGIN WORK:	
ARE YOU CURRENTLY OR WERE YOU PREVIOUSLY EMPLOYED BY THE CITY OF BARTLESVILLE?	CIRCLE ONE:	UNDER 18? OVER 18?
ARE YOU RELATED TO ANY CITY OF BARTLESVILLE EMPLOYEE, FORMER EMPLOYEE OR COUNCIL MEMBER? GIVE NAMES AND RELATIONSHIP:	WILL YOU WORK (PLEASE CIRCLE)	
HAVE YOU EVER PLED GUILTY OR 'NO CONTEST' TO, OR BEEN CONVICTED OF, A MISDEMEANOR OR FELONY? YES OR NO	FULL TIME PART TIME WEEKENDS SHIFTS SUMMER/TEMP VOLUNTEER	
IF YES, PLEASE GIVE THE DATE(S) AND DETAILS:	IF CURRENTLY OR PREVIOUSLY EMPLOYED WITH THE CITY OF BARTLESVILLE, DEPARTMENT:	
HAVE YOU BEEN ARRESTED FOR ANY MATTERS FOR WHICH YOU ARE OUT ON BAIL OR ON YOUR OWN RECOGNIZANCE PENDING TRIAL? YES OR NO	FROM: TO:	
IF YES, PLEASE GIVE THE DATE(S) AND DETAILS:	FOR DRIVING RELATED POSTIONS: DO YOU HOLD A CURRENT OKLAHOMA DRIVERS LICENSE?	
	FOR DRIVING RELATED POSTIONS: HAS YOUR LICENSE EVER BEEN REVOKED OR SUSPENDED?	
	IF YES, STATE REASON AND DATE:	
NOTE: ANSWERING 'YES' TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTOS SUCH AS AGE AND TIME OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, AND THE REHABILITATION WILL BE TAKEN INTO ACCOUNT.	FOR DRIVING RELATED POSITIONS: PLEASE PROVIDE DRIVERS LICENSE NUMBER:	
	EXPIRATION DATE:	CLASS:

EDUCATION AND TRAINING

DID YOU GRADUATE FROM HIGH SCHOOL?

HIGHEST YEAR OF SCHOOL COMPLETED:

DO YOU HAVE A GED?

HIGH SCHOOL OR GED RECEIVED FROM?

COLLEGE OR UNIVERSITY NAME:

MAJOR:

MINOR:

YEAR:

DEGREE:

LOCATION:

FROM:

TO:

HOURS COMPLETED:

COLLEGE OR UNIVERSITY NAME:

MAJOR:

MINOR:

YEAR:

DEGREE:

LOCATION:
Cleveland, OH

FROM:
TO:

HOURS COMPLETED:

BUSINESS, VOCATIONAL, TECHNICAL, CORRESPONDENCE SCHOOLS

SCHOOL NAME:

LOCATION:

TYPE OF COURSE WORK:

DID YOU COMPLETE?

IF YES, WHEN:

SCHOOL NAME:

LOCATION:

TYPE OF COURSE WORK:

DID YOU COMPLETE?

IF YES, WHEN:

REFERENCES:

LIST THREE INDIVIDUALS WHO ARE NOT RELATED TO YOU WHO WILL RECOMMEND YOU AS TO CHARACTER, TRAINING AND ABILITY.

REFERENCE NAME:

ADDRESS:

CONTACT PHONE:

REFERENCE NAME:

ADDRESS:

CONTACT PHONE:

REFERENCE NAME:

ADDRESS:

CONTACT PHONE:

EMPLOYMENT HISTORY
 BEGIN WITH PRESENT OR LAST POSITION

NAME & ADDRESS OF EMPLOYER:	DATES OF EMPLOYMENT FROM: TO:	SALARY/WAGE:
JOB TITLE:	DESCRIBE IN DETAIL THE TYPE OF WORK PERFORMED:	
SUPERVISOR'S NAME & TITLE:	SUPERVISOR PHONE NUMBER:	
REASON FOR LEAVING:	SUPERVISOR EMAIL:	
NAME & ADDRESS OF EMPLOYER:	SALARY/WAGE:	
JOB TITLE:	DATES OF EMPLOYMENT FROM: TO:	
SUPERVISOR'S NAME & TITLE:	DESCRIBE IN DETAIL THE TYPE OF WORK PERFORMED:	
REASON FOR LEAVING:	SUPERVISOR PHONE NUMBER:	
NAME & ADDRESS OF EMPLOYER:	SUPERVISOR EMAIL:	SALARY/WAGE:
JOB TITLE:	DATES OF EMPLOYMENT FROM: TO:	
SUPERVISOR'S NAME & TITLE:	DESCRIBE IN DETAIL THE TYPE OF WORK PERFORMED:	
REASON FOR LEAVING:	SUPERVISOR PHONE NUMBER:	
SUPERVISOR'S NAME & TITLE:	SUPERVISOR EMAIL:	
WERE YOU EVER DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION?	IF YES, WHY?	
MAY WE CONTACT YOUR PRESENT EMPLOYER?	MAY WE CONTACT YOUR PREVIOUS EMPLOYERS?	
IF WE MAY NOT, PLEASE INDICATE REASON:		

SKILLS INVENTORY

PLEASE MARK ANY OF THE FOLLOWING SKILLS, LICENSES, AND CERTIFICATIONS YOU POSSESS THAT ARE MOST RELEVANT TO THE JOB(S) YOU ARE SEEKING WITH THE CITY OF BARTLESVILLE.

PROFICIENCY/CERTIFICATIONS/LICENSES IN TRADES:	OFFICE/SOFTWARE SKILLS
PLUMBING	TEN-KEY BY TOUCH
CARPENTRY	MICROSOFT WORD
ELECTRICAL	MICROSOFT EXCEL
HEAT AND AIR	MICROSOFT ACCESS
AUTO MECHANICS	MICROSOFT POWERPOINT
ELECTRONICS	MICROSOFT ACTIVE DIRECTORY
DRAFTING	MICROSOFT EXCHANGE
SURVEYING	CAD/GEOGRAPHIC INFORMATION SYSTEMS (GIS)
WATER CERTIFICATION	MACINTOSH (PLEASE LIST PROGRAMS)
WATER LAB CERTIFICATION	DESKTOP PUBLISHING
WASTE WATER CERTIFICATION	MICROSOFT SERVER
	NETWORK MANAGEMENT
	TYPING AT WPM
EQUIPMENT OPERATION:	PLEASE LIST ANY OTHER SKILLS OR CERTIFICATIONS YOU POSSESS:
JACK HAMMER	
JETTER	
HEAVY/TANK TRUCK	
DOZER	
FRONT END LOADER	
BACKHOE	
TRACTOR WITH ATTACHMENTS	
GRADER	

AGREEMENT:

I certify that answers given herein are true and complete to the best of my knowledge. I understand that any false or misleading information given by me on this application or throughout the selection process could cause me to be ineligible for or terminated from employment. To assist in determining my qualifications and fitness to perform the duties of this position or any position with the City of Bartlesville, I authorize the City of Bartlesville to investigate and verify information obtained through this application and the selection process. I hereby release the City of Bartlesville and its agents from all liability in making such investigations and inquiries. Furthermore, I release my employers, schools, or persons from all liability in responding to inquiries in connection with my application. If after reviewing my application form, verifying my responses, and conducting necessary interview or tests, I am considered for the job and would need reasonable accommodation to perform the essential job functions, the parties will explore these alternatives. Once conditional offer of employment is made, I understand that the City may conduct a medical exam to determine whether I can do the essential functions of the job without substantial risk to myself and the public. I further understand that I am required to abide by all rules and regulations of the City. I understand that this is not a contract for employment. The City of Bartlesville performs post-offer, pre-employment drug testing.

In connection with the City of Bartlesville's consideration of me for employment, I understand that the City of Bartlesville and its agents may conduct investigative inquiries into my background that will include consumer, credit, criminal, driving, personal reference, job reference, DOT drug and alcohol testing history results, and other reports pertaining to me. These reports may include personal conversations with persons possessing knowledge relevant to these categories. These background inquiries will be conducted and reports obtained to provide the City of Bartlesville with information regarding my character, general reputation, personal characteristics, work record and characteristics, skills and abilities, education and training, employment experiences, past job performance, reasons for termination for previous employment and other pertinent information. If hired by the City of Bartlesville, I understand that I must comply with all policies and procedures of the City of Bartlesville.

I understand the above uses and purpose for which the City of Bartlesville may seek this information about me. I understand that I have a right to make a written request within a reasonable period of time to receive complete information about the nature and scope of the investigation. I hereby give my consent to the City of Bartlesville or anyone acting on its behalf obtaining the above stated information.

I authorize any person or entity contacted by the City of Bartlesville or anyone acting on its behalf to furnish the above-stated information, and I release any such person or entity from any and all liability for furnishing such information. I also release the City of Bartlesville from any and all liability for conducting such an investigation.

Signature of Applicant

Date