

BEFORE YOU RETURN YOUR APPLICATION, MAKE SURE YOU HAVE THE FOLLOWING DOCUMENTS FILLED OUT COMPLETELY AND INCLUDED IN THE ENVELOPE.

Check off documents as you "completely" fill them out and put in envelope to help ensure your application will be considered!

1. City of Bartlesville standard application, complete with the "Release of Information" on the back of the application-----
2. Disclosure to Employment Applicant form -----
3. "**Notarized**" Liability Waiver -----
4. A copy of your birth certificate.....
5. A copy of your current driver's license-----
6. A copy of your social security card-----
7. Appropriate document verifying graduation from high school (official transcript **Sealed in an envelope from the institution**) or a G.E.D. certificate-----
8. Official college transcript (if applicable) **sealed in an envelope from the institution--**-----
9. Copies of all certificates for Fire & EMT courses (example: Firefighter I (IFSAC) and/or EMT Basic (national registry) -----
10. "**Voluntary** " Equal Employment Opportunity (EEO) Survey form (this is a voluntary form you are NOT required to return)-----

Return your complete application packet to:

Bartlesville City Hall – 2nd floor / Human Resources
401 S. Johnstone Ave
Bartlesville , OK 74003
918-338-4221 / Email Human Resources @ hr@cityofbartlesville.org