

APPLICATION FOR EMPLOYMENT

CITY OF MANGUM
130 N. OKLAHOMA
MANGUM, OK 73554
PHONE: 580-782-2250

Position applying for: _____

Today's date: _____

Equal access to programs, services, and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the City Clerks Office

Full Name: _____

Address : _____

Phone No : _____ ZIP Code : _____

Date of Birth : _____

Social Security #: _____ Email : _____

If necessary, best time to call you at home _____ a.m./p.m.

May we contact you at work? _____ Yes No

If yes, work number and best time to call _____ a.m./p.m.

If you are under the age of 16 can you furnish a work permit? _____ Yes No

If no, please explain _____

Have you submitted an application here before? Yes No If yes, when? _____

Are you related to any city employee or any member of the city council? Yes No

If so, give name, department, and relationship: _____

Are you legally eligible for employment in this country? _____ Yes No

Date available for work _____ / _____ / _____

Do you speak any foreign language? _____ Yes No

If so, what language? _____

List experience related to the position you are applying for: _____

Have you been convicted of a crime in the last 7 years? _____

If yes, please explain _____

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

Do you hold a current and valid Driver's License or CDL (with endorsements specific to the equipment you will be operating) _____ Yes No

Give type, expiration date, and number: _____

EMPLOYMENT HISTORY

Provide the following information for your past and current employers, assignments, or volunteer activities, starting with the most recent. Explain any gaps and employment in the comments section on the next page.

Employer	Telephone	Dates Employed	Job Responsibilities
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Address

Job Title

Hourly Rate/Salary Starting

Immediate Supervisor and Title

Hourly Rate/Salary Ending

Reason for Leaving

May We Contact for Reference

Employer	Telephone	Dates Employed	Job Responsibilities
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Comments Including Explanation of Any Gaps in Employment

Military Service: _____ Branch: _____

Date Entered: _____ Date and Type of Discharge: _____

EDUCATIONAL BACKGROUND :

Level of Education	Major	Graduate Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REFERENCES :

List three business/work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Number	Years Known
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

ADDITIONAL INFORMATION/SKILLS & QUALIFICATIONS :

List professional, trade, business, or civic associations and any office held. *Exclude memberships which would reveal sex, race, national origin, age, color, disability or any other similarly protected status.* Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

Organization	Completion Date
_____	_____
_____	_____
_____	_____
_____	_____

List special accomplishments, publications, awards, etc. *Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or any other similarly protected status.*

I understand that if I am employed, any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate discharge from the employer's service, whenever it is discovered.

I give the employer the right to contact and obtain information from all references, employers, educational institutions and its representatives for seeking, gathering, and using such information and all other persons, corporations or organizations for furnishing such information.

The employer does not unlawfully discriminate in employment, and no question of this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, state or federal law.

This application is current for only 6 months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the employer, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand it is the company's policy not to refuse to hire a qualified individual with a disability because of that person's need for reasonable accommodation as required by the ADA.

I also understand that if I'm hired, I will be required to provide proof of identity and legal work authorization.

I understand that I am required to abide by all rules and regulations of the City of Mangum.

I represent and warrant that I have and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant _____ Date _____