



**City of Crescent
EMPLOYMENT APPLICATION**

PO Box 561 205 North Grand
Crescent, OK 73028
Office: 405-969-2538 Fax: 405-969-3775

The City of Crescent does not discriminate on the basis of race, color, creed, genetic information, ethnicity, religion, age, sex, marital status, political affiliation, national origin, ancestry or disability.

APPLICANT INFORMATION (Please Print Clearly)

Social Security Number: _____ Date of Application: _____

Name: _____
Last First Middle

Mailing Address: _____
Street Address, Apt # City State Zip Code

County: _____ E-mail address _____

Evening Telephone: _____ Day Telephone: _____
(Include area code) (Include area code)

Job Desired: _____

Expected Range of Compensation	Date Available for Employment
\$ _____ \$ _____	_____

Have you ever been convicted of a crime?

Yes No

If Yes, please explain:

Have you ever been fired?

Yes No

If Yes, please explain:

Have you ever worked for the City of Crescent?

Yes No

If yes, when? _____ What department? _____ Reason for separation: _____

Do you have any relative working for the City of Crescent?

Yes No

If yes, who? _____ Relationship to you? _____

What department does relative work in? _____

Who referred you to this position? _____

Indicate the conditions under which you will accept employment (Yes or No - If blank, YES is assumed)

Full-time: _____ Part-time: _____ Shift work: _____

Travel: _____ (Travel may include regular overnight or across town assignments)

Are you at least 18 years of age? _____ (Yes or No) Are you at least 21 years of age? _____ (Yes or No)
(Will be used only where age is an approved, bonafide job requirement.)

Education

	Institution	Dates Attended	Degree Obtained	Date Degree Obtained
1		-		
2		-		
3		-		
4		-		

Experience

Start with your present job and work back. If you had more than three (3) separate periods of employment over the last ten years, attach additional form as below. Employers and supervisors may be contacted regarding your work experience.

	Employer	Dates of Employment	
1		-	
	Title	Annual Salary	
		\$	
	Supervisor's Name	Supervisor's Title	Office Phone
	Duties (Be specific. Attach additional pages if needed or note "See Resume.")		
	Reason for Leaving		

	Employer	Dates of Employment	
2		-	
	Title	Annual Salary	
		\$	
	Supervisor's Name	Supervisor's Title	Office Phone
	Duties (Be specific. Attach additional pages if needed or note "See Resume.")		
	Reason for Leaving		

	Employer	Dates of Employment	
3		-	
	Title	Annual Salary	
		\$	
	Supervisor's Name	Supervisor's Title	Office Phone
	Duties (Be specific. Attach additional pages if needed or note "See Resume.")		
	Reason for Leaving		

	Employer	Dates of Employment	
4		-	
	Title	Annual Salary	
		\$	
	Supervisor's Name	Supervisor's Title	Office Phone

Duties (Be specific. Attach additional pages if needed or note "See Resume.")

Reason for Leaving

Employer

Dates of Employment

5		-
---	--	---

Title

Annual Salary

	\$	
--	----	--

Supervisor's Name

Supervisor's Title

Office Phone

--	--	--

Duties (Be specific. Attach additional pages if needed or note "See Resume.")

Reason for Leaving

Employer

Dates of Employment

6		-
---	--	---

Title

Annual Salary

	\$	
--	----	--

Supervisor's Name

Supervisor's Title

Office Phone

--	--	--

Duties (Be specific. Attach additional pages if needed or note "See Resume.")

Reason for Leaving

References

	Name	Years Known	Relationship	Phone
1				
2				
3				
4				
5				

May we contact your references?

Yes No

What job (or activity) have you most enjoyed? and why?

What job (or activity) have you least enjoyed? and why?

Is there anything else you would like us to know about you?

PLEASE READ BEFORE SIGNING

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or if employed, termination from employment.
2. It is my understanding that the City of Crescent may make a thorough investigation and may verify all data given in this application. I hereby authorize my present and previous employers and educational institutions to provide information requested by the City of Crescent.
3. I understand and provide authorization for any and all criminal background checks as diem necessary and I will provide any documentation requested, including but not limited to my state issued license.
4. I agree that my employment may be terminated by the City of Crescent any time without liability for wages or salary except such as may have been earned at the time of such termination.
5. Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation schedule, or a work schedule other than Monday through Friday.
6. City of Crescent reserves the right to request a pre-employment (post-offer) physical examination and comprehensive drug testing as a normal part of the selection process.
7. Nothing on the application is intended to create or imply a contractual relationship; if hired, the employee understands that employment is at will, i.e., that it is not for any specific time period or duration, and can be terminated with or without reason at any time.

This is an application for employment. Employment is not being offered at this time. I understand that if I am employed, such employment is for an indefinite period of time and that the City of Crescent can change wages, benefits, and conditions at any time.

If employed, I will comply with all rules and regulations as set forth in the City of Crescent Personnel Policy and other policies as established by departmental procedures.

I have read or have had this application read to me and understand all statements and questions contained in the application for employment, and have answered to the best of my ability.

You may contact my present employer?
 Yes No

Applicant's Signature

Date

DO NOT WRITE IN THIS AREA – FOR OFFICE USE ONLY

Copy of Driver's License _____
OSBI/Criminal Checked? _____
Background Checked? _____
References Checked? _____

Drug Test Cleared? _____
Other? _____
Other? _____

Notes: _____

Eligible for Hire? _____

Date Hired _____

Starting Pay _____

Terms of Employment _____