

Professional References

Please list three **professional** references. Do not list personal references below!

Full Name:		Relationship:	
Company:		Phone:	()
Address:			

Full Name:		Relationship:	
Company:		Phone:	()
Address:			

Full Name:		Relationship:	
Company:		Phone:	()
Address:			

Current First and Previous Employment Next

Company: Current		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company:		Phone:	
Address:		Supervisor:	
Job Title:		Starting Salary: \$	Ending Salary: \$
Responsibilities:			
From:	To:	Reason for Leaving:	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Military Service

Branch:		From:		To:	
Rank at Discharge:		Type of Discharge:			
If other than honorable, explain:					

Disclaimer and Signature

DRUG SCREEN INFORMATION	
<p>To assist in providing a drug free workplace, the CITY OF ANADARKO has a mandatory drug screen program for job applicants who receive a conditional offer of employment. All job offers are subject to a negative drug screen. If you are offered employment by the City department or division, you will be required to provide a urinalysis sample for drug screen purposes. The screen will be to identify the presence of controlled or other prohibited substances. Failure of the drug screen will result in denial of employment. Additional information on this program may be obtained by submitting a written inquiry to: Human Resources Director, CITY OF ANADARKO, 501 W Virginia Ave, Anadarko, OK 73005.</p>	
<p><i>I certify that my answers are true and complete to the best of my knowledge. I hereby grant to the CITY OF ANADARKO permission to investigate any information included in the application and I agree to submit to medical examination, background checks and drug screening, if required. I understand that this application is not a contract for employment.</i></p> <p><i>I authorize and consent to my references, employers and/or employer representatives, public agencies, licensing authorities, and educational institutions and persons or organizations named in this application and/or accompanying resume to release any information to the City of Anadarko that may be required to make an employment decision.</i></p> <p><i>I understand this application remains current for 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and complete a new application. A new application must be completed for each job I wish to be considered for.</i></p> <p><i>If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I acknowledge that I have read and understand this agreement.</i></p>	
Signature:	Date:

An Equal Opportunity Employer

VOLUNTARY AFFIRMATIVE ACTION SURVEY

Voluntary Applicant Survey

The City of Anadarko adheres to the equal employment opportunity guidelines set forth by state and federal laws. This information is sought in good faith and is for analysis of affirmative action only. Submission of this information is confidential and will be removed immediately upon receipt of this application. Qualified applicants are considered for positions without regard to race, color, religion, sex, national origin, age, disability, marital or veteran status.

Date of Birth _____ Sex M____ FM____
(MM/DD/YYYY)

Race/Ethnic Group:

- White
- African-American
- Hispanic
- American Indian/Alaskan Native
- Asian/Pacific Islander
- Other/Two or More Races

Check any of the following that are applicable:

- Vietnam or Desert Storm Era Veteran
- Disabled Veteran
- Handicapped Individual

Position Desired _____

THIS INFORMATION IS STRICTLY VOLUNTARY

APPLICATION DIRECTIONS:

- All information requested on the application form must be responded to on the application form itself. You may attach a resume, if you choose, **but do not refer to the resume**, instead of completing the application form. Referring to a resume instead of completing the form will disqualify your application for consideration.
- In order for your application to be considered for employment, it must be completed in its entirety: do not leave blank spaces or ignore any section. If a question does not apply to you, please mark “**NA**” in the blank.
- As you complete the application form, provide details on prior education, work experience, and any relevant training or certificates and licenses that would indicate your knowledge, skills and ability to perform the job applying for. Be as specific as possible, since the application will be screened based on the information supplied on the form, regardless of what you may otherwise be able to do.
- If additional space is needed to complete any questions, you may attach additional sheets to the form or write on the back side of the form.
- **SIGN** the application. Application without signatures will not be considered.
- If you are selected for an interview, you will be contacted by the method you provided on the application. If you do not have voice mail set up or an answering machine, please list a telephone contact number of someone that can be reached during business hours.
- It can sometimes be a lengthy process to fill a position so it may be several weeks between the time you submit the application and the time the position is filled. Just because you have not received a call does not mean your application is not being considered for employment.
- **DO NOT CONTACT THE DEPARTMENT DIRECTLY** concerning their job opening. Contacting the department directly in an effort to circumvent the hiring process will disqualify your application from consideration.
- The only positions that can be applied for are open position that have been open to the public.