

Print Full Name Clearly: \_\_\_\_\_

**To Applicant: READ CAREFULLY BEFORE ANSWERING ANY QUESTIONS ON THIS CARD**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**THE CIVIL RIGHTS ACT OF 1964 prohibits discrimination on employment practice because of race, color, religion, sex, or national origin. P.L. 90-202 prohibits discrimination on the basis of age with respect to Individuals who are at least 40 but less than 70 years of age. The following information is requested for reasons of business necessity and/or other legally permissible reasons. The information requested below will remain confidential.**

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Date of Birth: \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

Position Applying For: \_\_\_\_\_

Where Did You Hear About This Job? \_\_\_\_\_ Job Line \_\_\_\_\_ Website \_\_\_\_\_ Friend \_\_\_\_\_

\_\_\_\_\_ Newspaper \_\_\_\_\_ Walk-in \_\_\_\_\_ Job Fair \_\_\_\_\_ Other \_\_\_\_\_



**To: Applicants for Employment with the City of Midwest City**  
**From: Catherine Wilson, Human Resources Director**

The application process with the City of Midwest City is quite lengthy and strictly regulated by several local, state, and federal employment guidelines/regulations. While we have made every effort to simplify and expedite the selection process, many equal opportunities, affirmative action and Merit System provisions must be monitored.

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE ATTACHED APPLICATION FORM. THESE GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO.**

Neptotism Please Note:

In accordance with the City's Procedures Manual, Article 15.1, "No two individuals shall be employed within the same department who are **RELATED BY BLOOD OR MARRIAGE WITHIN THE THIRD DEGREE**. This applies to those applicants who have a parent, child, grandchild, brother, sister, grandparent, great grandchild, nephew, niece, uncle, aunt, or great grandparent employed within the department that the vacancy exists. This also applies to step or in-law relations with the department that the vacancy exists. This also applies to step or in-law relations within the third degree of kindredship.

### **City of Midwest City Driving Standards**

If the position you are applying for requires you to operate a City vehicle, your driving record must meet the following driving standards:

1. No more than two moving violations within the past three years.
2. No more than one at fault accident in the past three years; or, if an at fault accident has occurred in the past three years, not more than one additional moving violation in the past three years. (Two at fault accidents in the past three years will cause the applicant to be ineligible for consideration)
3. No D.W.I., D.U.I. or Reckless Driving (alcohol or drug related) within the past five years. If a reckless driving charge is indicated on your driving record you must provide documentation that proves the reckless charge was not alcohol or drug related.
4. You must possess and maintain a valid Oklahoma driver's license during the course of your employment with the City.
5. If the job you are applying for requires you to operate multi-axle trucks or tractors, trailers or heavy equipment of any kind, Oklahoma law requires you to hold and maintain a commercial chauffeurs license with level "A" or level "B" certification and with Endorsements specific to the equipment you are operating.

If tentatively selected, applicants for employment with the City of Midwest City are required to furnish a copy of their driving record to the Human Resources Department, at the applicant's expense (\$25.00), PRIOR to employment with the City. Copies of your driving record may be obtained at the Department of Public Safety, located at N.E. 36<sup>th</sup> & Martin Luther King Boulevard or your local tag agency.

## Immigration Reform and Control Act of 1986

### Please Note:

At such time you are extended an offer of employment, you will be required to furnish the following documentation. You do **NOT** need to furnish it at this time, but will be required to furnish this to Human Resources if you are the successful applicant.

In accordance with the United States Code, Title 8, Section 132A, the City of Midwest City must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service and the United States Department of Labor, require you to furnish the City of Midwest City with ONE of the following documents.

- a. U.S. Passport
- b. Certificate of U.S. Citizenship
- c. Certificate of Naturalization
- d. Alien Resident / Alien Card with photo

**OR**

One Document from Each of the Columns below:

- |                       |   |
|-----------------------|---|
| a. Driver's License   | a. Social Security Card                   |
| b. U.S. Military Card | b. Birth Certificate                      |
|                       | c. Unexpired INS Employment Authorization |

Failure to furnish the City of Midwest City with the requested documentation will disqualify you from employment with the City.

### Background Investigation

If you are tentatively selected for employment with the City, the Midwest City Police Department will conduct a background investigation of your credentials prior to you being appointed to a position with the City. You must sign the attached release form to authorize the City to verify your credentials.

If tentatively selected, you will also be required to furnish the Human Resources Department with a copy of your arrest record from the Oklahoma State Bureau of Investigation (OSBI). This document must include criminal history, violent offender history, and sex offender history. Fee is \$19.00 at the applicant's expense and PRIOR to employment with the City. Copies of your OSBI record may be obtained in person at the OSBI offices located at 6600 N. Harvey Place, Bldg. 6, Suite 140, Oklahoma City. Phone number is 848-6724. Failure to do so will result in you no longer being considered for employment with the City.

Please feel free to contact the Human Resources Department staff if you have any questions regarding Midwest City's selection process. In closing, let me thank you for your interest in considering the City of Midwest City as a career option.

Revised 11/10

Midwest City Ordinance #1915 requires the Police Department to conduct background investigations of all candidates applying for positions with the City. The following release must be completed prior to the Human Resources Department accepting any and all applications. Failure to do so will disqualify you for consideration for employment with the City.

**PERSONAL INQUIRY WAIVER  
AUTHORITY FOR RELEASE OF INFORMATION**

I respectfully request and authorize you to furnish the Midwest City Police Department any and all information that you may have concerning me, my work record, my reputation, my financial and credit status. Please include any and all medical, physical and mental records or reports including all information of a confidential or privileged nature, and photostats of the same if requested. This information is to be used to assist the Midwest City Police Department in determining my qualifications and fitness for the positions I am seeking.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested above.

A photocopy of this release form will be as valid as an original.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**BACKGROUND INVESTIGATION  
CONFIDENTIAL INFORMATION AGREEMENT FORM**

I, \_\_\_\_\_ understand that a thorough investigation will be conducted to determine my qualifications for the position of \_\_\_\_\_ with the City of Midwest City. Further, that to a great extent, my employment will depend on information obtained in confidential interviews with persons whom I have associated. Therefore, I understand that such information is confidential, and the City cannot reveal the reason of rejection for those applicants who are not accepted.

I further understand that if the reasons for my non-acceptance are of a temporary nature whereby I should be accepted at a later date, that I would be notified.

I HAVE READ AND FULLY UNDERSTAND THE FOREGOING STATEMENT.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



**EDUCATION:**

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of last school attended: \_\_\_\_\_

Do you possess a high school diploma or GED equivalent? \_\_\_\_\_

College or University	Attendance	Major	Degree or Certificate
	From	To	

_____			
_____			
_____			

**LICENSE/CERTIFICATIONS:**

Please list below any job-related licenses or certifications you hold:

_____	License or certification #	_____
_____	License or certification #	_____

NOTE: If you are applying for a position requiring college graduation OR high school diploma/GED, this application is not complete without a transcript or a copy of your diploma. If you are applying for a position that requires a license or certification, a copy must be attached before returning the application to Human Resources.

Do you possess a valid Oklahoma Drivers License? \_\_\_\_\_

If not Oklahoma license, what state? \_\_\_\_\_

Driver's license number \_\_\_\_\_ Expiration date \_\_\_\_\_

COMMERCIAL CHAFFEURS LICENSE: Class \_\_\_\_\_ Endorsement \_\_\_\_\_  
(Hiring department must copy your license and endorsement(s) during interview process.)

**REFERENCES:**

Name	Address	Phone Number

**WORK EXPERIENCES:** *(Please complete even if a resume is attached.)*

List jobs starting with the PRESENT AND WORK BACK

Are you presently employed? \_\_\_\_\_ If yes, may we contact your present employer? \_\_\_\_\_

EMPLOYERS:

From _____ to _____	Name _____
Address _____	Phone Number _____
Immediate Supervisor _____	Title _____
Your Title _____	Reason for Leaving _____
Last Salary \$ _____ per year / month / week / hour	
Describe Work _____	

From _____ to _____	Name _____
Address _____	Phone Number _____
Immediate Supervisor _____	Title _____
Your Title _____	Reason for Leaving _____
Last Salary \$ _____ per year / month / week / hour	
Describe Work _____	

From _____ to _____	Name _____
Address _____	Phone Number _____
Immediate Supervisor _____	Title _____
Your Title _____	Reason for Leaving _____
Last Salary \$ _____ per year / month / week / hour	
Describe Work _____	

From _____ to _____	Name _____
Address _____	Phone Number _____
Immediate Supervisor _____	Title _____
Your Title _____	Reason for Leaving _____
Last Salary \$ _____ per year / month / week / hour	
Describe Work _____	

**ADDITIONAL INFORMATION**

If you have additional information or comments which you feel will help determine your suitability for this position, please use an extra sheet if necessary.

**\*\*\*\*\*IMPORTANT - READ BEFORE SIGNING\*\*\*\*\***

A dishonest answer to any question in this application will cause you to become ineligible for employment or may be grounds for dismissal after employed. I hereby grant permission to the City of Midwest City to investigate and verify any of the information included in this application and to submit to medical examination if required.

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Applicant's Signature

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Date

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**N-O-T-I-C-E**

Under the Oklahoma Open Records Act, your job application and resume is considered to be public record, subject to public inspection, if you are employed by the City of Midwest City. All applications are considered private and confidential until that point.

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I CERTIFY THAT I HAVE REVIEWED THE INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

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Applicant's Signature

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Date

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REVISED: 7/2010