

APPLICATION FOR EMPLOYMENT  
TOWN OF HASKELL, OKLAHOMA  
Human Resources

1424 North Haskell Blvd - PO BOX 9  
Haskell, Oklahoma 74436  
918-482-3933

**PLEASE READ INSTRUCTIONS:** Fill in blanks as accurately and neatly as possible. Employment is based on qualification for the position, regardless of race, age, color, sex, religion, national origin, citizenship, or disability. All applicants will be subject to work history investigations and applicants who will be driving Town owned vehicles will be checked for valid drivers license and safe driving history. The Town of Haskell is a Drug-Free Workplace and does participate in controlled substance testing. Employment is contingent upon verification of citizenship/immigration status, as required by the Immigration Reform and Control Act of 1986 ("IRCA").

1. TITLE OF JOB FOR WHICH YOU ARE APPLYING: \_\_\_\_\_
2. NAME: \_\_\_\_\_  

First
Middle
Last
3. DATE: \_\_\_\_\_
4. ADDRESS: \_\_\_\_\_  

Number & Street
City
State
Zip
5. TELEPHONE NO: \_\_\_\_\_
6. Are you eighteen (18) years of age or over? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Check all types of work you will accept - \_\_\_\_\_regular \_\_\_\_\_full time \_\_\_\_\_day work \_\_\_\_\_shift work  
\_\_\_\_\_temporary \_\_\_\_\_part time \_\_\_\_\_night work \_\_\_\_\_weekend work
8. When would you be available to start work? \_\_\_\_\_
9. Circle your highest education level: 1 2 3 4 5 6 7 8 9 10 11 12  
High School Diploma \_\_\_\_\_ GED \_\_\_\_\_ College 1 2 3 4 5+ Degree \_\_\_\_\_
10. Experience-Start with present or most recent job. **Include military service.** Use additional employment experience sheets if necessary. Civilian or military experience acquired more than 10 years ago may be omitted if inapplicable to the job you are now seeking.
11. May inquiry be made of your present employer regarding your qualifications and record of employment?  
Check Box  Yes  No

**PRESENT OR MOST RECENT JOB**

Employers Name		Address, City, State		Phone Number	
Dates Employed From            To	Your Title		Supervisor's Name		Type of Business
Starting Salary		Present or Final Salary		Reason for Leaving or Wanting to Leave	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From            To	Your Title		Supervisor's Name		Type of Business
Starting Salary		Present or Final Salary		Reason for Leaving or Wanting to Leave	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From            To	Your Title		Supervisor's Name		Type of Business
Starting Salary		Present or Final Salary		Reason for Leaving or Wanting to Leave	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From            To	Your Title		Supervisor's Name		Type of Business
Starting Salary		Present or Final Salary		Reason for Leaving or Wanting to Leave	
Your Duties			List all tools, machinery, equipment you used on this job		

Former Employers Name		Address, City, State		Phone Number	
Dates Employed From            To	Your Title		Supervisor's Name		Type of Business

Starting Salary		Present or Final Salary		Reason for Leaving or Wanting to Leave	
Your Duties			List all tools, machinery, equipment you used on this job		

12. Please explain in detail any time lapses in the above record due to unemployment or other reasons.

---

---

**Water, Sewer, Maintenance**

Equipment you can operate

Years Experience

Pickup	
Dump truck	
Tractor	
Backhoe	
Front end loader	
Track hoe	
Wood Chipper	

List courses and training in maintenance work: \_\_\_\_\_

---

**Police**

Equipment you can operate

Years Experience

Radar gun	
Police radio	
Guns	

List courses and training in police work: \_\_\_\_\_

---

**Clerical**

Years Experience

Accounts Payable	
Accounts Receivable	
Bank Reconciliation	
Cashier	

Typing words per minute \_\_\_\_\_

13. Do you have a valid Oklahoma drivers license? Yes  No   
 License No. \_\_\_\_\_ Type: Class A  Class B  Class C  Class D   
 Expiration Date: \_\_\_\_\_ Endorsement(s) \_\_\_\_\_  
 Has your license ever been suspended? \_\_\_\_\_ If Yes, give date and details: \_\_\_\_\_

Number of traffic violations received during the last three years \_\_\_\_\_

IF YOU ANSWER ANY OF THE FOLLOWING QUESTIONS "YES", EXPLAIN AT ITEM NO. 18.

YES NO

14. Have you been fired or asked to resign from a job within the last five years?		
15. Have you ever been convicted of a felony in a civilian or military court? You may exclude minor traffic violations. A criminal record will not necessarily disqualify you from employment. Your case will be considered in relationship to the requirements of the particular job.		
16. Are you now working for or have you ever previously worked for the Town of Haskell?		
17. Do you or does your spouse have any relatives presently working for or holding office in the Town? Town policy prohibits or limits hiring of relatives of Town employees or officials in certain circumstances.		

18. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

19. SPECIAL QUALIFICATIONS AND SKILLS

Please list any qualifications and/or skills you possess which are required for the job as stated in the official announcement of vacancy, which may not have been shown in previous employment. You may also utilize this space to show profession registrations or licensing as well as any other information about yourself which is directly related to the job vacancy. You may include military service or training.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby authorize any investigator or duly accredited representative of the Town of Haskell bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential,, achievement, performance, attendance, personal history, disciplinary, arrest, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the Town of Haskell and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

I certify that the statements made by me in the above employment records are true, complete and correct to the best of my knowledge and are made in good faith. I understand that any false statement, misstatement, or omission of material facts may be cause for my dismissal or consideration for termination of employment.

The Town of Haskell affords equal employment opportunity to all individuals regardless of race, color, religion, veteran status, creed, sex, national origin, age, disability or other protected characteristics groups under state, General or local Equality Opportunity laws.

In the event a pre-employment test is required for the job for which you are applying, id you need accommodations to take any test, you must notify the Human Resources Department at the time you submit this application.

\_\_\_\_\_  
Signature Name

\_\_\_\_\_  
Date

**FOR PERSONNEL DEPARTMENT USE ONLY:**

Date Received: \_\_\_\_\_

Hired \_\_\_\_\_

Social Security Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

Time \_\_\_\_\_

Forms completed:    Date \_\_\_\_\_

Remarks: