



An Equal Opportunity Employer

The City of Catoosa is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Applicants requiring reasonable accommodation in the application and /or interview process should notify a representative of the organization.

Please print and complete all sections.

Employment Desired	<input type="checkbox"/> Regular, Part-Time <input type="checkbox"/> Regular, Full-Time <input type="checkbox"/> Temporary/Seasonal (Summer, Etc.)		
Position Applying For:		Date:	
Applicant Information	Name: <i>Last</i> <i>First</i> <i>Middle</i> <i>Maiden/Other Names Used</i>		
Address:		City:	State: Zip:
E-mail:		Phone #:	<input type="checkbox"/> Cell <input type="checkbox"/> Home
Legally eligible for employment in the U.S. and can provide verification: <input type="checkbox"/> No <input type="checkbox"/> Yes		18 Years of Age or Older: <input type="checkbox"/> No <input type="checkbox"/> Yes (If under 18, hire is subject to verification of minimum legal age.)	
Previously employed by the City of Catoosa: <input type="checkbox"/> No <input type="checkbox"/> Yes, Date: _____ Position: _____		Previously applied at the City of Catoosa: <input type="checkbox"/> No <input type="checkbox"/> Yes, Date: _____ Position: _____	
Driver's License # and State:	Reliable Transportation to and from work: <input type="checkbox"/> No <input type="checkbox"/> Yes	List relatives who work for the City of Catoosa:	
Convicted of criminal felony or misdemeanor: <input type="checkbox"/> No <input type="checkbox"/> *Yes, Explain: _____		<i>*Note: This will not automatically disqualify you from consideration.</i>	
Work Information	List days and hours available to work: _____ (Please check all that apply.) <input type="checkbox"/> Weekends <input type="checkbox"/> Evenings <input type="checkbox"/> Overtime		
Date available to start:	Perform essential functions of position, either with or without reasonable accommodation: <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain: _____		
Military Service	<input type="checkbox"/> Active <input type="checkbox"/> Previous <input type="checkbox"/> None	Branch:	Rank:
Total Years:	Skills/Duties:	Discharge Status:	
Previous Employer Information (Start with present or most recent job.)			
Employer Name:		Dates Employed:	Starting Salary: Ending Salary:
Address:		City:	State: Zip:
Supervisor Name:	Phone #:	E-mail:	
Responsibilities:			
Reason for leaving:			May we contact employer: <input type="checkbox"/> No <input type="checkbox"/> Yes

City of Catoosa
Employment Application
PO Box 190
Catoosa, OK 74015



Phone: 918-266-2505
Fax: 918-266-1687

Employer Name:		Dates Employed:		Starting Salary:		Ending Salary:	
Address:			City:		State:		Zip:
Supervisor Name:		Phone #:		E-mail:			
Responsibilities:							
Reason for leaving:						May we contact employer: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employer Name:		Dates Employed:		Starting Salary:		Ending Salary:	
Address:			City:		State:		Zip:
Supervisor Name:		Phone #:		E-mail:			
Responsibilities:							
Reason for leaving:						May we contact employer: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employer Name:		Dates Employed:		Starting Salary:		Ending Salary:	
Address:			City:		State:		Zip:
Supervisor Name:		Phone #:		E-mail:			
Responsibilities:							
Reason for leaving:						May we contact employer: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employer Name:		Dates Employed:		Starting Salary:		Ending Salary:	
Address:			City:		State:		Zip:
Supervisor Name:		Phone #:		E-mail:			
Responsibilities:							
Reason for leaving:						May we contact employer: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Education	Name & Location	Course of Study/Degree	Years Attended	Graduated			
High School				<input type="checkbox"/> No <input type="checkbox"/> Yes			
College				<input type="checkbox"/> No <input type="checkbox"/> Yes			
Other (Specify)				<input type="checkbox"/> No <input type="checkbox"/> Yes			
Other (Specify)				<input type="checkbox"/> No <input type="checkbox"/> Yes			
List 4 work/education references with phone #:							
1)				2)			
3)				4)			

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PLEASE READ – ACKNOWLEDGEMENT AND RELEASE

I understand and agree that my application may not be considered if it is incomplete, illegible, submitted for a position not posted or for multiple positions within the City of Catoosa. A separate application must be submitted for each posted position. I understand that this application is considered current for three (3) months. If I wish to be considered for employment after this period, I must fill out and submit a new application.

I understand and agree that the City of Catoosa may investigate my background to verify the accuracy of the information given on this application and may make inquiries during the initial or subsequent processing of my application to determine applicable information concerning, but not limited to, my character, work record, attendance and performance history. I hereby give my permission for the City of Catoosa to contact the employers listed on this application and to make such inquiries.

I hereby authorize all schools I have attended and all my previous employers to furnish the City of Catoosa all information they have concerning me and I hereby release the City of Catoosa and its agents and employees from any and all liability for any damages resulting from such investigation.

Further, if I am applying for a position that involves operating a vehicle, I hereby authorize the City of Catoosa and its agents to obtain a copy of my motor vehicle record. In such case, I understand that certain traffic offenses or combination of offenses in my record may disqualify me from such a position.

I certify that the information provided by me in this application (or any other accompanying or required documents) is true and complete to the best of my knowledge. I understand that false, incomplete or misleading statements or failure to disclose information on this application, during the hiring process, or during my employment will result in denial of employment or immediate termination of employment. I understand that *none* of the documents, policies, procedures, actions, statements of the City of Catoosa or its representatives used during the employment process is deemed a contract of employment real or implied.

I understand that if offered a position with the City of Catoosa, it is subject to a drug screen and fitness for duty physical exam. In consideration for employment with the City of Catoosa, if employed, I agree to conform to the rules, regulations, policies and procedures of the City of Catoosa at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the City of Catoosa business, attendance and punctuality are considered essential requirements of every job at the City of Catoosa and that poor attendance or tardiness will result in disciplinary action.

I further understand that unless I am covered by a collective bargaining agreement, my employment with the City of Catoosa will not be for any definite period of time and, as such, my employment may be terminated at any time for any reason or for no reason without notice.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature of Applicant: _____ Date: _____