

APPLICATION FOR EMPLOYMENT



The City of Wilburton is an Equal Opportunity Employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

INSTRUCTIONS:

- Please complete all sections fully. Print clearly. Incomplete applications may not be considered.
- You may attach a résumé, cover letter, or additional sheets if needed.
- Submit completed application to City Hall at 300 W. Main Street, Wilburton OK 74578 or Email to humanresources@cityofwilburton.com

Position Applied For: _____ **Date of Application:** _____

How did you hear about us?

Advertisement/Social Media Employment Agency Friend Relative Other _____

PERSONNEL INFO:

Last Name:	First Name:	Middle Name:
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Address:	City:	State:	Zip Code:
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Phone #:	Date of Birth:	Social Security # (voluntary):
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Email (if applicable): _____

Best time to contact you is: Morning Afternoon Evening Time: _____

Are you legally authorized to work in the U.S.? Yes No

If you are under 18 years of age, can you provide required proof of eligibility to work? Yes No

Have you ever filed an application with us before? Yes No If Yes, give date: _____

Have you ever been employed with us before? Yes No If Yes, give date: _____

Do any of your friends or relatives work here? Yes No

If Yes, please state whom and which department they work in: _____

Are you currently employed? Yes No

Date available for work: _____ Desired Salary Range? _____

Availability to Work: Full Time (please indicate 1 2 3 shift)
 Part Time (please indicate Mornings Afternoon Evenings)
 Temporary (please indicate dates available _____)

Are you currently on "lay off" status and subject to recall? Yes No

Can you travel if a job requires it? Yes No

EDUCATION:				
Level	Name & Town/City	Course of Study	# Yrs Completed	Diploma/Degree
High School				
College				
Tech/Trade				
Other/				

EMPLOYMENT EXPERIENCE:				
Employer				
Address				
Phone #				
Dates	To:			From:
Job Title				
Hourly Rate/Salary	Starting:			Final:
Supervisor				May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Leaving				
Employer				
Address				
Phone #				
Dates	To:			From:
Job Title				
Hourly Rate/Salary	Starting:			Final:
Supervisor				May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Leaving				
Employer				
Address				
Phone #				
Dates	To:			From:
Job Title				
Hourly Rate/Salary	Starting:			Final:
Supervisor				May we contact? Yes <input type="checkbox"/> No <input type="checkbox"/>
Reason for Leaving:				

REFERENCES:

	Name	Employer & Occupation	Phone#	Best Time To Contact
1				
2				
3				

ADDITIONAL DOCUMENTS ATTACHED (OPTIONAL):

- Resume
 Certifications
 Professional Licenses
 Training Records
 Letters of Recommendation
 Other: _____

APPLICANTS STATEMENT:

I certify that all information provided in this employment application is true, complete, and accurate to the best of my knowledge. I understand that any false statements, omissions, misrepresentations, or misleading information may result in disqualification from consideration for employment or, if employed, termination of employment.

I understand that submission of this application does not guarantee employment and that this application is not a contract of employment. If hired, I understand that employment is "at will," meaning that either I or the employer may terminate the employment relationship at any time, with or without cause or notice, unless otherwise required by law or covered by a written agreement.

I authorize the employer to verify the information provided in this application, including employment history, education, references, and other relevant information permitted by law. I release the employer and any individuals or organizations providing information from liability arising from the verification process.

I understand that additional information may be required before employment is offered and that employment may be contingent upon successful completion of background checks, reference checks, drug or alcohol screenings/testing, or other pre-employment requirements, where permitted by law.

By signing below, I acknowledge that I have read, understood, and agreed to the statements above.

Applicant Signature: _____ Date: _____

The City of Wilburton appreciates your interest in employment and thanks you for taking the time to complete this application. We value every applicant and carefully review all submitted information during the hiring process. Submission of an application does not guarantee an interview or employment opportunity. Applicants selected for further consideration will be contacted regarding the status of their application.