

# City of Poteau Employment Application



**P O T E A U**  
O K L A H O M A

*above the ordinary.*

Last name		First Name		Middle Name		Social Security Number	
Current Street Address				City		State	Zip code
Previous Street Address				City		State	Zip Code
How long have you lived at your current address?				Previous Address?		Are you over 18? Yes [] No []	Telephone
Are you authorized to work in the United States? Yes [] No []			Current Salary?		Expected Salary?		Last salary increase date
Type of Regular Employment Desired?		Have you ever been employed with the City of Poteau?				Date available to start	
Regular    Temp    Full Time    Part Time		Yes    No		If so, when?			

## Education and Experience

Name and location of school	Graduated Yes or No	Degree Earned	Date Earned	Course of Study or Major/ Minor	GPA
High School/ GED					
College					
College					
Advanced Degree					
Technical School					
Other training					
Additional Education, Training, Professional Activities, Certificates, Skills, or Accomplishments:					
List academic achievements, thesis projects, patents, publications, or activities you consider significant: (list on another sheet if needed)					

## References and Referrals

How were you referred to the City of Poteau?		
Employee Name _____	School Name _____	Job Fair _____
Newspaper/ Journal _____	Labor Agency _____	
Other _____		

Check position(s) for which you have experience:				
Accounting	Data Processing	Purchasing	Cashier	Filing
Book keeping	Equipment Operator	Typing	Warehouse	Collections
Payroll	Other _____			
<b>Please give us the NAMES, and BUSINESS TELEPHONE NUMBERS of people who are familiar with your WORK EXPERIENCE and TECHNICAL COMPETENCE in the job for which you are applying, preferably technical associates with whom you have worked and give the City of Poteau permission to contact.</b>				
<b>DO NOT LIST PERSONAL PREFERENCES</b>				
Name:	Relationship	Company	Title	Telephone
Name:				
Name:				
Have you ever been convicted of a criminal offense? (Omit traffic violations or convictions for which the record has been sealed or expunged by court order or any misdemeanor conviction for which the probation has been completed and the case has been judicially dismissed)    Yes                      No				
Has your driver license ever been suspended or revoked?    No                      Yes, when?				
How many traffic violations have you had within the last three years?				
Driver License #, type, state, and exp. date:		Check the type of vehicles you are qualified to drive: Light Truck    Heavy Truck    Tractor    Dozer    Backhoe Other _____		
Can you perform the duties of the job?    Yes    No				
Do you currently take illegal drugs?    Yes    No				
Will you have any problems meeting our attendance record?    Yes    No				

## Employment History

Most recent employer:	May we contact:	Telephone:	Supervisor's Name:	Dates Employed: (mo/yr)
	Yes    No			
Address:	City:	State:	Zip Code:	Position held:
Base salary:      Hourly    Weekly    Monthly	Reason for leaving:			
Start: _____ End: _____				
Describe major work duties and responsibilities: (list on separate sheet if needed)				
2 <sup>nd</sup> Most recent employer:	May we contact:	Telephone:	Supervisor's Name:	Dates Employed: (mo/yr)
	Yes    No			
Address:	City:	State:	Zip Code:	Position held:
Base salary:      Hourly    Weekly    Monthly	Reason for leaving:			
Start: _____ End: _____				
Describe major work duties and responsibilities: (list on separate sheet if needed)				

3 <sup>rd</sup> Most recent employer:	May we contact: Yes No	Telephone:	Supervisor's Name:	Dates Employed: (mo/yr)
Address:	City:	State:	Zip Code:	Position held:
Base salary:            Hourly   Weekly   Monthly Start: _____ End: _____	Reason for leaving:			
Describe major work duties and responsibilities: (list on separate sheet if needed)				

## An Equal Opportunity Employer

*"It is the fundamental policy of the City of Poteau to provide equal opportunity in all of its operations and in all areas of employment practice and to assure that there shall be no discrimination against any employee or applicant on the basis of age, race, ethnicity, skin color, religion, sex, ancestry, marital or military status, or the presence of non-job related medical condition or handicap."*

### Agreement

I authorize investigation of all statements contained in this application. I understand misrepresentation or omission of facts requested is cause for dismissal without notice at any time during my employment.

I agree, if employed, to follow all rules and regulations of the City of Poteau.

I agree to promptly notify the City of Poteau of any change of address during my employment.

Signature

Date

### Office Use Only

Interviewed by:

Date:

Remarks:

Position hired for:

Date Employed

Reporting Date

Department assigned

Salary

Hours