

Honorable Lisa Tipping Davis
District Judge
Juvenile Division



James L. Saffle
Director

OKLAHOMA COUNTY JUVENILE BUREAU
"Providing Opportunities for Success"

OKLAHOMA COUNTY JUVENILE BUREAU APPLICATION

I. ATTENTION APPLICANT:

- A. An application form must be filled out **COMPLETELY**, to be considered. This includes **ALL** spaces, forms, etc. Phone numbers and street addresses are especially important, both yours and those of your references. **Applications with incomplete information (addresses, employers, transcripts, etc.) will not be CONSIDERED for position openings within this agency. Official College Transcripts MUST accompany all applications for positions, which require College Credit OR Graduation.**
- B. Indicate which Position(s) you are applying/qualified for on the front of the application.
- C. All applications are kept on file for six (6) months. After six months, they are destroyed.
- D. When outside Applicants are considered for vacancies, the "Most Qualified" applicants with properly completed applications on file will be contacted.
- E. **PRIOR TO EMPLOYMENT** with this Agency, Applicants will be required submit to Drug Testing and Background Checks.

MAIL APPLICATIONS TO:
Oklahoma County Juvenile Bureau
5905 N. Classen Court, Room 202
Oklahoma City, Oklahoma 73118
Attention: Personnel
FAX: (405) 713-6443

For Further Inquiries, Please Contact:

Mr. Troy Bradley, Human Resources Manager
(405) 713-6403
Mrs. Misty Gray, Human Resources Assistant
(405) 713-6426
Ms. Mary Prince, Administrative Assistant/NOVA
(405) 713-6438



APPLICATION FOR EMPLOYMENT
OKLAHOMA COUNTY
 320 Robert S. Kerr Ave.
 Oklahoma City, Oklahoma 73102

INSTRUCTIONS:

Please answer all questions. Application must be completely filled out to be considered. Application will be retained six months, during which time you may update it. Candidates whose qualifications best meet the need of Oklahoma County will be considered. Oklahoma County is an equal opportunity employer.

NOTE: Are you legally eligible for employment in this country? Yes ? No ?

Name _____		Date _____	
Address _____	City _____	State _____	Zip Code _____
Telephone Number(s) _____		Are you 18 or over? Yes? No ?	Social Security Number _____
Position Desired _____	? Regular ? Temporary	? Part-time ? Summer	Desired Salary _____ Date available for work _____
Have you ever worked for Oklahoma County? Yes ? No ?	If yes, when? _____	What department? _____	Who referred you to Oklahoma County? _____
Do you have any relative working for Oklahoma County? Yes ? No ?	If yes, who? _____	Relationship to you? _____	What department does relative work in? _____

Education	Name and Location of School	Number of Years Completed	Degree Received	Year	Major Courses of Study
High School or GED					
Technical or Trade School					
College or University					
Other					

NOTE: If you are applying for a position that requires college graduation, an official college transcript must be submitted.

Professional or trade licenses/certificates: _____

SKILLS – Please indicate training or experience (Circle all that apply)

CRT _____	Printing Equipment _____	Computer Operations _____
Typing _____ wpm	Word Processing _____	Programming _____
Shorthand _____ wpm	10-Key _____	Other _____

Backhoe _____	Bucket Truck _____	Dump Truck _____	Other _____
Truck _____ axle	Asphalt laydown machine _____	Scrape/Earth Mover _____	
Bulldozer _____	Motor Grader _____	Grade all/Hydraulic Excavator _____	

Do you possess a valid Oklahoma Driver's License? Yes ? No ? Type? _____ Operator License No. _____
 Chauffeur License No. _____ Commercial License No. _____

What job (or activity) have you most enjoyed? and why? _____

 What job (or activity) have you least enjoyed? and why? _____

 Is there anything else you would like us to know about you? _____

Have you ever been discharged or asked to resign from employment? Yes ? No ? If yes, please give particulars on a separate sheet.

Have you ever been convicted of a felony? _____ If yes, what offense? _____ Date _____ Place (City & State) _____
 Yes ? No ? _____

Criminal convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.

Have you ever been refused Bond? Yes ? No ?	If yes, for what position?
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WORK EXPERIENCE

Start with present or last employment and work back through previous positions.

Employer	Dates Employed		Duties
Address City State Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving
Employer	Dates Employed		Duties
Address City State Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving
Employer	Dates Employed		Duties
Address City State Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving
Employer	Dates Employed		Duties
Address City State Zip	From	To	
Title of Position	Salary		
Supervisor's Name and Telephone Number	Starting	Final	Reason for Leaving

PLEASE READ BEFORE SIGNING

I understand and agree that:

1. Any material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment, or if employed, termination from employment.
2. It is my understanding that Oklahoma County may make a thorough investigation and may verify all data given in this application. I hereby authorize my present and previous employers and educational institutions to provide information requested by Oklahoma County.
3. I agree that my employment may be terminated by Oklahoma County at any time without liability for wages or salary except such as may have been earned at the time of such termination.
4. Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation schedule, or a work schedule other than Monday through Friday.
5. Oklahoma County reserves the right to request a pre-employment (post-offer) physical examination and comprehensive drug testing as a normal part of the selection process.
6. Nothing on the application is intended to create or imply a contractual relationship; if hired, the employee understands that employment is at will, i.e., that it is not for any specific time period or duration, and can be terminated with or without reason at any time.

This is an application for employment. Employment is not being offered at this time. I understand that if I am employed, such employment is for an indefinite period of time and that Oklahoma County can change wages, benefits, and conditions at any time.

If employed, I will comply with all rules and regulations as set forth in the Oklahoma County Personnel Policy and other policies as established by departmental procedures.

I have read or have had this application read to me and understand all statements and questions contained in the application for employment, and have answered to the best of my ability.

You may contact my present employer

Yes ? No ?

Applicant's Signature

Date

DO NOT WRITE IN THIS AREA - FOR OFFICE USE ONLY

Background Check Clear?

Date Hired

Starting Salary

Yes ? No ?

At least five (5) PERSONAL references are REQUIRED (FAMILY MEMBERS CANNOT BE USED AS REFERENCES). Complete NAMES; ADDRESSES, CITY/STATE, ZIP CODES AND TELEPHONE & FAX NUMBERS (WHEN AVAILABLE) ARE REQUIRED. THANK YOU

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ FAX# _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ FAX# _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ FAX# _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____ FAX# _____

PHONE # _____

NAME _____

ADDRESS _____

CITY/STATE & ZIP _____

PHONE # _____ FAX# _____

AUTHORIZATION FOR RELEASE OF INFORMATION

APPLICANT: _____
(Last Name) (First Name) (Middle Name)

ADDRESS: _____
(Street) (City) (State) (Zip Code)

BIRTHDATE: _____ SEX: _____ SOCIAL SECURITY #: _____
(Mo./Day/Yr.)

DRIVERS LICENSE #: _____

State: _____

This authorization is in compliance with the Privacy Act of 1974 (Public Law 93-579). The information you authorize released will be used to verify information provided in your employment application or upon hiring which is necessary for employment in a specific position. If any information you have provided is determined to be false after the hiring process is completed you will be terminated immediately. Information determined to be false prior to hiring will result in your not being hired.

The information obtained as a result of your signature on this Authorization, will be furnished to designated officers and employees of Oklahoma County to verify information necessary to process your employment with Oklahoma County.

This authorization for release of information constitutes my consent and authority to examine and/or obtain copies and abstracts of records, and to receive statements and information regarding my background. I hereby authorize the release of the following data, records, and information to Oklahoma County. Only items checked will be released.

Military, education, police & criminal and employment information must be verified on every person hired. Credit will only be checked if credit worthiness is necessary to be employed in your position.

EMPLOYMENT X EDUCATION X POLICE & CRIMINAL X
CREDIT MILITARY X

SIGNATURE OF APPLICANT: _____ DATE: _____

REQUESTING AGENCY: Oklahoma County
Department: JUVENILE BUREAU
5905 N. Classen Ct., Room 201
Oklahoma City, OK 73118

Form 81792 Revised 3/27/02, 9/2/03, 01/23/12