

Honorable Howard Haralson
Chief Judge
Juvenile Division



J'me Overstreet
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:

Ms. Hannah Whipp, Human Resources Manager
(405) 713-6403
Mrs. Misty Gray, Human Resources Generalist
(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 ? Part-time ? Temporary ? 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? |
|--|----------------------------|

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 | | |
| 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:

- 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.
- 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.
- 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.
- Business needs may at times make the following conditions mandatory: overtime, shiftwork, a rotation schedule, or a work schedule other than Monday through Friday.
- 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.
- 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 ?

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