



# Human Resources Department

APPLICANT NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

TO: APPLICANTS FOR EMPLOYMENT WITH THE CITY OF MOORE

FROM: THE HUMAN RESOURCES STAFF

SUBJECT: APPLICATION PROCESS

The application process with the City of Moore can be lengthy and is very strictly regulated by several local, state and federal employment guidelines/regulations. We have made every effort to simplify and expedite the selection process.

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE COMPLETING THE APPLICATION FORM. THESE GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO.**

NEPOTISM: In accordance with the City's Policy and Procedure Manual, "This policy will not apply to temporary employees, except no employee will supervise a relative. No employee will work in the same department of the City with a relative by marriage or consanguinity in the third degree. Police and Dispatch will be considered one department, and Fire and Dispatch will be considered one department, under the nepotism policy".

DRIVING STANDARDS: If the position for which you are applying has, as an essential job function, the operating of a City vehicle, or may require driving a City vehicle, you must possess a properly classified, valid Oklahoma Driver's License and your driving record must meet the following driving standards:

1. Possess the proper classification of driver's license for the job for which you are applying.
2. Possess and maintain a valid Oklahoma Driver's License during the course of your employment with the City.
3. Must meet the approval of the City's insurance carrier, or Risk Management Department.
4. If offered employment, you will be required to bring a copy of your driving record.

BACKGROUND INVESTIGATION: If you are tentatively selected for employment with the City, the Human Resources Department will conduct a background investigation of your credentials prior to your being appointed to a position with the City. You must sign this form to authorize the City to verify your credentials. If offered employment, you will be required to furnish a copy of your Oklahoma State Bureau of Investigation (OSBI) report.

DRUG SCREEN TEST: You will be required to take a pre-employment drug screen for employment consideration in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, the Omnibus Transportation Employee Testing Act and the City of Moore Policy and Procedures Manual, Appendix E.

301 N. Broadway Ave. Moore, OK 73160 Phone: 405-793-5004 or 405-794-5579 [www.cityofmoore.com](http://www.cityofmoore.com)

APPLICATION PROCESS (continued)

IMMIGRATION REFORM AND CONTROL ACT OF 1986: In accordance with the United States Code, Title 8, Section 132A, the City of Moore must verify every individual's eligibility for employment in the United States. The Department of Homeland Security and the United States Department of Labor require you to furnish the City of Moore with document verification of employment eligibility. If you are extended an offer of employment, you will be required to furnish such documentation. Failure to furnish the City of Moore with the requested documentation will result in denying you employment with the City.

Have you been convicted of a felony in the last seven (7) years?

Yes    No   If yes, please explain \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(This information does not in itself disqualify you for employment.)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Please feel free to contact the Human Resources staff if you have any questions regarding Moore's selection process. In closing, let us thank you for your interest in considering the City of Moore as a career option.

\*\*\*\*\*Notice to all Applicants: Attachment of Resume\*\*\*\*\*

If you are hired by the City of Moore, the information supplied on this employment application, except for your residential address, may be subject to disclosure through the Open Records Act of the State of Oklahoma. If you wish the City of Moore to consider other information regarding your qualifications for this position, you may separately submit a resume containing such documentation.

Revised April 14, 2014

# City of Moore

APPLICATION  
FOR EMPLOYMENT

## AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability or handicap.

(PLEASE PRINT)

Date of Application: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Referral By:  Moore American  Oklahoman  Other newspaper: \_\_\_\_\_

Walk-In  Job Line  Friend/Relative  Moore Employee: \_\_\_\_\_

www.cityofmoore.com  TV Channel 20  Internet (which site?) \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

MAILING ADDRESS: \_\_\_\_\_  
Address City State Zip Code

PHONE NUMBERS where you may be contacted between the hours of 8 am & 5 pm:

PRIMARY PHONE #: \_\_\_\_\_  home  cell  work (check one)

ALTERNATE PHONE #: \_\_\_\_\_  home  cell  work (check one)

E-MAIL ADDRESS: \_\_\_\_\_

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Have you filed an application here before?  Yes  No.

If yes, give date: \_\_\_\_\_ Position applied for: \_\_\_\_\_.

Have you ever been employed here before?  Yes  No. If yes, give date: \_\_\_\_\_.

Are you employed now?  Yes  No. If yes, may we contact your present employer?  Yes  No. A negative answer will not affect your being considered for employment.

CITY OF MOORE - APPLICATION FOR EMPLOYMENT

Do you have a current driver's license?  Yes  No. Proof will be required.

State: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Do you have a relative working for the City of Moore?  Yes  No.

If so, whom? \_\_\_\_\_ How are you related? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  Yes  No.

On what date would you be available for work? \_\_\_\_\_

Are you available to work  Full Time  Part-Time  Shift Work  Seasonal?

Are you on a lay-off and subject to recall?  Yes  No

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Name	City & State	DAYTIME TELEPHONE

**EDUCATION:**

School Name	High School	College/University	Graduate
Years Completed	<input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4
DEGREE OBTAINED: Training, Apprenticeships, and/or Extra-curricular Activities:			

Honors Received: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you possess a high school diploma or G.E.D. equivalent?  Yes  No  
 Are you currently a student in the high school listed above?  Yes  No

CITY OF MOORE - APPLICATION FOR EMPLOYMENT

**EMPLOYMENT EXPERIENCE:**

**Start with your present or last job. Do not leave gaps in your employment history. Include military service assignments and volunteer activities.** Exclude organization names which indicate race, color, religion, sex or national origin.

Employer:	Phone:	Dates Employed From:        To:	Work Performed:
Address:		Hourly Wage/Salary Beginning:    Ending:	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

Employer:	Phone:	Dates Employed From:        To:	Work Performed:
Address:		Hourly Wage/Salary Beginning:    Ending:	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

Employer:	Phone:	Dates Employed From:        To:	Work Performed:
Address:		Hourly Wage/Salary Beginning:    Ending:	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

If you need additional space, please continue on a separate sheet of paper.

CITY OF MOORE - APPLICATION FOR EMPLOYMENT

Employer:	Phone:	Dates Employed From:            To:	Work Performed:
Address:		Hourly Wage/Salary Beginning:      Ending:	
Job Title:			
Supervisor:			
Reason for leaving or for wanting to change jobs:			

**SKILLS AND QUALIFICATIONS:** Summarize skills, qualifications, certifications or licenses you may have that meet the qualifications for this job.

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List any office equipment and/or machinery you are capable of using:

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After reviewing the job description, can you perform the essential job functions with or without accommodations?    Yes    No

Would you be willing to demonstrate how you would do the essential job functions with or without reasonable accommodations?    Yes    No

State any additional information you feel may be helpful to us in considering your application.

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List languages other than English that you speak proficiently, including communicating with the deaf.

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## NOTICE TO APPLICANTS

\*\*\*\*\*AGREEMENT\*\*\*\*\*

### **READ CAREFULLY BEFORE SIGNING**

I certify that answers given herein are true and complete to the best of my knowledge. I understand that false or misleading statements/answers will disqualify me from employment consideration.

The background information supplied by an applicant for an open position will be checked. This check will cover the accuracy of the data furnished and the past performance record of the candidate. I hereby authorize the City of Moore to investigate all statements contained in this application and verify the facts claimed by me on this application. I understand that such information is confidential, and the City cannot reveal the reason for rejection.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the City.

I further understand and agree that my employment with the City of Moore does not constitute an employment contract and that I may resign my position and voluntarily leave employment, or my employment may be terminated at any time and for any reason.

I hereby grant permission to the City of Moore to investigate and verify any of the information included in this application, and I agree to submit to a drug test and medical examination, if required.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



# CITY OF MOORE

## HUMAN RESOURCES DEPARTMENT

### AUTHORITY TO RELEASE INFORMATION

TO WHOM IT MAY CONCERN:

I hereby authorize any representative of the City of Moore, Human Resources Department, bearing this release, or a photo copy thereof, within one year of its date, to obtain any information from your files pertaining to my employment records including, but not limited to, attendance, employment history and disciplinary records. I hereby direct you to release such information upon request of the bearer.

This release is executed with full knowledge and understanding that the information is for the express use of the City of Moore, Human Resources Department.

I hereby release you as the custodian of such records and, any school, college or university or other educational institution, including its officers, employees or related personnel both individually and collectively, from any and all liability for damages of whatever kind which may at any time result to me because of compliance with this authorization and request to release information, or any attempt to comply with it.

A copy of this authority to release will be as valid as the original. Should there be any question as to the validity of this release, you may contact me as indicated below.

Signature: \_\_\_\_\_  
(Full Name)

Date: \_\_\_\_\_

Typed or Printed: \_\_\_\_\_  
(Full Name)

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Area Code/Phone No.: \_\_\_\_\_

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CITY OF MOORE  
A PROGRESSIVE CITY COMMITTED TO A QUALITY COMMUNITY