



# EMPLOYMENT APPLICATION

City of Jenks / Jenks Public Works Authority / Oklahoma Aquarium

**City Of Jenks**  
P.O. Box 2007 • 211 N. Elm  
Jenks, OK 74037  
918.299.5883

*An Equal Opportunity / Affirmative Action Employer*

The City of Jenks and its related entities do not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran's status, political affiliation, handicapped status or any other legally protected status.

**TYPE OR PRINT CLEARLY. ALL QUESTIONS MUST BE ANSWERED COMPLETELY.**

### APPLICANT INFORMATION

Last Name	First	M.I.	Date
Street Address		Apartment/Unit #	
City	State	Zip	
Home Phone:	Business Phone:	Social Security No.:	
Date Available:	E-mail Address:		
Position(s) Applied for:			Desired Salary: \$
Available to Work: <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Nights <input type="checkbox"/> Weekends <input type="checkbox"/> Shift			
If Part-Time, what days and hours:			
Have you ever worked for the City of Jenks or its related entities?      YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when & reason for leaving?			
Are you related to any city employee or any member of the City Council?      YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, provide name, department, and relationship.			
Are you a citizen of the United States?      YES <input type="checkbox"/> NO <input type="checkbox"/> If No, are you authorized to work in the U.S.?      YES <input type="checkbox"/> NO <input type="checkbox"/> (Verification will be requested prior to employment and failure to furnish documentation will be cause for denial of employment).			
If less than 18 years of age, can you provide proof of eligibility to work?      YES <input type="checkbox"/> NO <input type="checkbox"/>			
Have you been convicted of a felony in the last seven years or currently charged with the commission of a felony?      YES <input type="checkbox"/> NO <input type="checkbox"/> If YES, explain what, when and how. (Note: This information does not in itself disqualify you for employment.)			
Do you have a Driver's License?      YES <input type="checkbox"/> NO <input type="checkbox"/> TYPE: <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL) <input type="checkbox"/> Chauffeur			
Driver's License No.:	State of Issue:	Expiration Date:	
If tentatively selected, applicants applying for position where driving is required will be required to furnish a copy, at their expense, of their driving record prior to employment.			

### EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	NO. OF YEARS				GRADUATE		MAJOR & DEGREE
			5	6	7	8	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Elementary							YES <input type="checkbox"/>	NO <input type="checkbox"/>	
High School			1	2	3	4	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
College			1	2	3	4	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Graduate School			1	2	3	4	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Business or Trade School			1	2	3	4	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Other (Specify)			1	2	3	4	YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Special Honors:

Are you a veteran of the United States military service?      YES <input type="checkbox"/> NO <input type="checkbox"/>			If yes, what branch?
If yes, Date Entered:	Date Discharged:	Rank at Discharge:	Honorable Discharge: YES <input type="checkbox"/> NO <input type="checkbox"/>
If other than Honorable Discharge, explain.			
Describe special skills or training acquired while in the service.			



**APPLICATION FOR EMPLOYMENT**  
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This is an application for employment and no employment contract is being offered. The City of Jenks and its related entities may change wages, benefits, and conditions of employment at any time.

After reviewing the essential job functions, are you able to do them without reasonable accommodation? YES  NO

If your answer was NO, what accommodation would be needed? \_\_\_\_\_

The City is concerned with your ability to perform the job and will not at this time consider your need for reasonable accommodation. If after reviewing your application form, verifying your responses, and conducting necessary interviews or tests, you are considered for the job and would need reasonable accommodation to perform the essential job functions, the parties will explore these alternatives. REMEMBER: The City conducts a pre-employment exam which will determine whether you can do the essential functions of the job without substantial risk to yourself and the public.

In addition, review the minimum qualifications for the position you are applying for and provide us with prior education, work experience, any relevant training, certificates, licenses, and voluntary experience that would indicate your knowledge, skills, and abilities to perform the job. Be as specific as possible since you will be screened on what you include regardless of what you might otherwise be able to perform.

Are you a Registered Sex Offender under the laws of the State of Oklahoma, any other state or with the federal government or a tribal government? YES  NO

Are you registered under the provisions of the Mary Rippe Violent Crime Offenders Act, or subject to a deferred judgment, suspended sentence, probation or parole from any court of another state, the United States, a tribal court or a military court for any crime or attempted crime which, if committed in the State of Oklahoma, would be a crime similar to any crime enumerated in Title 57 Oklahoma Statutes § 593 B. (If a question of those crimes, please review a copy of the same which will be provided upon your request). YES  NO

I certify that my answers are true and complete to the best of my knowledge. I hereby grant permission to the City of Jenks to investigate any information included in the application and I agree to submit to medical examination, if required, and pre-employment drug test. I understand this application is not a contract of employment. I hereby release the City and its agents from all liability in making any investigation and inquiry relative to the information contained in this application form.

If this application leads to employment, I understand that false or misleading information in my application or interview(s) may result in discharge.

I understand that I am required to abide by all rules and regulations of the City of Jenks.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NOTICE: No offer of employment is to be made or is valid until approved by the City Manager or designee.**

This section to be completed by interviewer before application is returned to Personnel / City Manager.

Budget approval by Finance YES  NO  Remarks:

Arrange Interview YES  NO  Remarks:

References Checked YES  NO  Remarks:

Approval by Dept. Head YES  NO  Remarks:

Approval by City Manager/Designee YES  NO  Remarks:

Ready to schedule pre-employment physical? YES  NO  Remarks:

Additional Remarks: