



Instructions for the APPLICATION FOR EMPLOYMENT

A City of Lawton Application for Employment is required for every position. Applications are only accepted for positions that are currently open. At this time we do not have the ability to accept “any job” applications nor will we accept an application with multiple positions listed; there must be one application per position desired.

Application instructions:

1. Please read and consider the requirements and qualifications for the job you are applying.
 - a. Some jobs have specific licensing or certifications that are required.
 - b. Some jobs require a typing test submitted with the application.
2. You may submit this application, along with any accompanying documentation, by completing online.
 - a. When you complete the application, you must save your application and then email your application to hr@lawtonok.gov.
 - b. All information requested on the application must be completed and all the questions answered. If the question is not applicable to you, place N/A in the answer space. Incomplete applications will not be considered.
 - c. Applications may be viewed by themselves, you must put **AT LEAST** three (3) references and your last three (3) employers, starting with the most recent.
3. Samples of accompanying documentation are:
 - a. Entire Application to include the Waiver and Release for Background Investigation
 - b. Typing Scores
 - c. Personal/Professional Resume (Does not take the place of an application)
 - d. Personal/Professional References
 - e. Transcripts
 - f. Any other documentation that may be referenced in the Job Announcement
 - g. Any other documentation you believe would assist you during evaluation of applications.
4. If additional space is needed to give full answers or explanations, please attach additional sheets and include your name and position applying for on the sheets.
5. The application and accompanying documents must be returned to Human Resources no later than the closing date and time, if any, listed on the Job Announcement; late applications will not be considered.
6. If you require an accommodation during the application or interview process, please contact Human Resources during office hours. Office hours are 8am to 5pm Monday through Friday (except holidays).
7. Human Resources may be contacted at:

City of Lawton Human Resources
212 SW 9 th Street, Lawton, OK 73501
580-581-3392
HR@lawtonok.gov
www.lawtonok.gov/departments/human-resources
8. Once submitted, the application and accompanying documentation become official property of the City of Lawton and will not be returned, reused or copied for you.
9. The City of Lawton participates in eVerify. Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The City will provide the Social Security Administration (SSA), and if necessary, the Department of Homeland Security (DHS), with information from each new employees Form I-9 to confirm work authorization.



APPLICATION FOR EMPLOYMENT

The City of Lawton
Human Resources Department
212 SW 9th Street
Lawton, OK 73501
(580) 581-3392

www.lawtonok.gov/departments/human-resources/jobs

FOR OFFICIAL USE ONLY

AN EQUAL OPPORTUNITY EMPLOYER

This is an application for employment with the City of Lawton and no contract or offer is being presented. After a selection has been made, the application may be considered for another position, question #10. If you need help in completing this application form or in participating in the selection process, please inform a member of the Human Resources staff.

The City of Lawton does not discriminate on the basis of race, color, religion, sex, national origin, age, marital or veteran status, political affiliation, disability, or any other legally protected status.

INSTRUCTIONS: Applications that are not complete will not be processed.

PERSONAL

1. Name _____ Date _____
LAST FIRST MIDDLE
2. Address _____
STREET ADDRESS CITY STATE ZIP
3. Mailing Address _____
IF DIFFERENT FROM STREET ADDRESS
4. E-Mail Address _____
5. Cell No. _____ Home No. _____ Msg/Work No. _____
6. Are you eighteen (18) years of age or older? Yes No
7. Are you a U.S. Citizen? Yes No
8. Do you have the legal right to work in the U.S.? Yes No
If no to #8 please explain _____
9. Position Desired _____ Position No. _____ Dept/Div _____
10. If not selected for the position listed, would you be willing to be contacted concerning a comparable position? Yes No
11. Are you available to work Full-time Part-time
Specify days and hours if part-time _____
12. Were you previously employed by the City of Lawton? Yes No
If yes, when and what department _____
13. Are you related to any City employee or any member of the City Council? Yes No
If yes, give name, department and relationship _____
14. Drivers License _____
NUMBER STATE TYPE/CLASS OF LICENSE EXPIRATION DATE

15. Have you been convicted of a felony in the last 5 years or are you currently pending felony charges?

Yes No If yes, state what, when and how

16. What experience, training or education do you have that would relate to this position?

17. What licenses or certifications do you have that would relate to this position?

If you are considered for the job, after the selection process, and you would need reasonable accommodation to perform the essential job functions, the City of Lawton will explore these options. (The City of Lawton requires a pre-employment medical examination for some positions which will determine whether you can perform the essential functions of the job without substantial risk to yourself, your co-workers and the public.)

EDUCATION RECORD

Type of School	Name and Address	How Many Years Attended	Graduated	Course/Major
High School				
College				
Graduate School				
Business				
Technical				
Other				

PERSONAL REFERENCE

Give name, occupation, address and phone number of at least **THREE** references who are ***not*** related to you and are ***not*** current or previous employers.

Name	Occupation	Address	Phone Number

EMPLOYMENT HISTORY

List the past 10 years of employment, beginning with your most recent/current employer. Account for all gaps in employment.

EMPLOYER: _____ JOB TITLE: _____
ADDRESS: _____ SUPERVISOR: _____
CITY/STATE/ZIP: _____ TELEPHONE: _____
STARTING DATE: _____ STARTING SALARY: _____
ENDING DATE: _____ ENDING SALARY: _____
AVG # OF HOURS WORKED PER WEEK: _____ MAY WE CONTACT EMPLOYER: YES NO
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____ JOB TITLE: _____
ADDRESS: _____ SUPERVISOR: _____
CITY/STATE/ZIP: _____ TELEPHONE: _____
STARTING DATE: _____ STARTING SALARY: _____
ENDING DATE: _____ ENDING SALARY: _____
AVG # OF HOURS WORKED PER WEEK: _____ MAY WE CONTACT EMPLOYER: YES NO
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

EMPLOYER: _____ JOB TITLE: _____
ADDRESS: _____ SUPERVISOR: _____
CITY/STATE/ZIP: _____ TELEPHONE: _____
STARTING DATE: _____ STARTING SALARY: _____
ENDING DATE: _____ ENDING SALARY: _____
AVG # OF HOURS WORKED PER WEEK: _____ MAY WE CONTACT EMPLOYER: YES NO
DUTIES AND RESPONSIBILITIES: _____

REASON FOR LEAVING: _____

READ CAREFULLY BEFORE CONTINUING

I certify that the facts supplied within this Application for Employment are true and complete to the best of my knowledge. I hereby grant permission to the City of Lawton to investigate any information included in this application, and I agree to submit to a medical examination, if required. The City of Lawton requires pre-employment drug screening and a criminal record search for all positions. I understand that having a criminal record, in itself, is not grounds for disqualification from job consideration, however, failure to disclose any information requested in this application may be grounds for disqualification. I further understand that this application is not a contract of employment. I hereby release the City of Lawton and its agents from all liability in making any investigation or inquiry relative to any information contained in the application form. I understand that, if employed, false or misleading statements given in this application or interview(s) may result in discharge. There are certain jobs that are classified as safety sensitive and are subject to random drug testing. If hired, I understand probationary and temporary employees have no rights to permanent employment and may be terminated without cause at the discretion of the City. I understand that I am required to abide by all rules and regulations of the City of Lawton.



Waiver and Release for Background Investigation

I, _____, am presently applying for employment with the City of Lawton, which I acknowledge and understand, must thoroughly investigate my employment background, criminal history, personal background, education and references in order to evaluate my qualifications for a position. I understand it is in the public's interest that all relevant information in this regard, be disclosed to the City of Lawton. I further understand that this is not an offer of employment

By this release, I hereby authorize any representative of all of my former employers, which have been fully disclosed and identified in my employment application, to divulge any information in its files pertaining to my employment records and history, and I further authorize the release of such information upon request to any representative of the City of Lawton.

In addition, I also give the City of Lawton the right to thoroughly investigate my background, previous employment, education and references in order to ascertain my suitability for service as a City of Lawton employee. I understand that in order for the City of Lawton to conduct the investigation I must provide my date of birth and social security number. I further understand that the City of Lawton keeps this information confidential.

By typing my name below I submit this application as true and correct.

Applicant Typed Signature

Date

