



Application for Employment

2800 N. 14th Street, Ponca City, OK 74604 * 580.718.5600

Name: _____

Position you are applying for: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Date available for employment: _____ Salary Requirement: _____

Have you ever been convicted of a felony or DUI? Yes No

EDUCATION

High School (Name, City, ST): _____

Did you graduate: No Yes Date of graduation: _____

Undergraduate College or University (Name, City, ST): _____

Degree: _____ Date of graduation: _____

Graduate University (Name, City, ST): _____

Degree: _____ Date of graduation: _____

EXPERIENCE

1. Present or last position held: _____ Employer: _____

Address, City, ST: _____

Supervisor: _____ Phone: _____

Dates Employed: Start Date: _____ End Date: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

May We Contact Your Present Employer? _____ Yes _____ No

Other Past Positions in Reverse Chronological Order

2. Position: _____ Employer: _____

Address, City, ST: _____

Supervisor: _____ Phone: _____

Dates Employed: Start Date: _____ End Date: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

May We Contact Your Supervisor? _____ Yes _____ No

3. Position: _____ Employer: _____

Address, City, ST: _____

Supervisor: _____ Phone: _____

Dates Employed: Start Date: _____ End Date: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

May We Contact Your Supervisor? _____ Yes _____ No

4. Position: _____ Employer: _____

Address, City, ST: _____

Supervisor: _____ Phone: _____

Dates Employed: Start Date: _____ End Date: _____

Responsibilities: _____

Salary: _____ Reason for Leaving: _____

May We Contact Your Supervisor? _____ Yes _____ No

Other Information

Honors/Awards: _____

Professional Affiliations/Organizations: _____

Armed Forces Experience: _____

References

List names and addresses of references (other than relatives)

1. Name: _____ Title: _____

Address, City, ST: _____ Phone: _____

2. Name: _____ Title: _____

Address, City, ST: _____ Phone: _____

3. Name: _____ Title: _____

Address, City, ST: _____ Phone: _____

Signature

I hereby attest that all the information provided on this application is true and accurate, and understand that a felony search will be processed for every University Center employee prior to finalization of employment.

Signature: _____ Today's Date: _____

Affirmative Action Compliance Statement

This institution is in compliance with the Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.