



Major County Sheriff

STATE OF OKLAHOMA

Anthony P. Robinson, Sheriff

500 E Broadway #4,

Fairview, OK 73737

Phone: (580) 227-4471

EMPLOYMENT APPLICATION

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of Major County to provide equal opportunities for employment, retention, transfer, reassignment and we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, sexual orientation, or any other legally protected status. Major County Sheriff's Office is a drug free workplace. Candidates offered employment are required to pass a drug and/or alcohol test before beginning employment. In addition, employees are subject to random drug testing.

(Please print in Black Ink)

Date of Application: _____

Position Applying for: _____

Seeking: Full Time Part Time Shift Work Temporary

Name (Last, First, Middle): _____

Address: _____

City, State & Zip Code: _____

Telephone: _____

Email Address: _____

Are you able to provide documentation that you are eligible to work in the United States? Proof of citizenship or immigration status will be required upon employment. Verification will be required and failure to furnish documentation will be cause of separation.

Yes No

Have you previously been employed with the Major County Sheriff's Office?

Yes No Please provide the dates and position: _____

Are you currently employed? Yes No

What day would you be available to start? _____

Do you give your permission, for the Major County Sheriff's office to contact your current employer?

Yes No

Are you currently in "lay-off" status and subject to recall?

Yes No

Do you have a valid Driver's License?

Yes No License Number: _____ State issued: _____

Oklahoma has a nepotism law which prohibits hiring any person who is related by blood or marriage to the third degree. Do you have a relative who is currently employed by Major County?

Yes No If yes, please explain who. _____

Have you ever worked under a different name?

Yes No If yes, please provide other names: _____

Employment Experience:

Start with your present or latest job, include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities, or other protected status. If you need additional space, please continue on a separate sheet of paper.

Current Employer _____

Address _____

Dates of Employment: From _____ To: _____

Supervisor Name & Telephone Number: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for Leaving: _____

Employer _____

Address _____

Dates of Employment: From _____ To: _____

Supervisor Name & Telephone Number: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for Leaving: _____

Employer _____

Address _____

Dates of Employment: From _____ To: _____

Supervisor Name & Telephone Number: _____

Starting Salary: _____ Final Salary: _____

Job Title: _____

Reason for Leaving: _____

Education:

If you are already certified in the State of Oklahoma as a Peace Officer, you must provide a copy of your CLEET training record. Please provide Name & Address and if you received a Diploma/Degree or Trade Certificate/

High School: _____

College: _____

Trade: _____

Military (Please provide branch of service, discharge date, entry date and discharge rank): _____

Other: _____

Skills:

Please list any skills or specialized training (including Military) you have received that may be essential in performing the job you are applying for.

Briefly describe why you are seeking employment with the Major County Sheriff's Office:

Have you been arrested or convicted of a felony/misdemeanor in the last five years?

Yes No

If yes, please explain: (This information does not in itself disqualify you from employment.)

Please list in chronological order any traffic/criminal violations you may have including the date, violation, issuing agency and disposition.

1.

2.

3.

4.

As part of the essential job functions you may be required to perform will you be able to do these items with or without reasonable accommodations? Answering "no" to any of the following does NOT exclude you from consideration for the job.

Sitting for long periods of time without excessive breaks? Yes No

Listening to radio traffic? Yes No

Answering Phones? Yes No

Working in a high stress environment? Yes No

Multi-tasking? Yes No

Memorizing significant amounts of data in a short period of time? Yes No

Please provide 3 Business References both name, company name and phone number (Must be completed)
Please make sure that you notify your references that the Major County Sheriff's Office will be contacting them for a reference.

1. _____

2. _____

3. _____

Applicant's Statement:

Please read carefully before signing. If you have any questions regarding the following statements, please ask for assistance.

I certify that the answers given herein are true and complete to the best of my knowledge. I authorize the Major County Sheriff's Office to investigate all statements contained in this application for employment as may be necessary in arriving at an employment decision.

I authorize you to communicate with all of my former employers, school officials, and persons named as a reference. I hereby release all employers, schools, individuals from any liability for any damage whatsoever resulting from giving such information.

This employment application shall be considered active up to one year and will not exceed 12 months. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at the time.

I understand that as Major County Sheriff's Office deems necessary, I may be required to work overtime hours or hours outside a "normal" defined work day or week.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in immediate discharge. I know that I am required to abide by all policies and procedures contained in the Major County Personnel Handbook as well as the Major County Sheriff's office Policies and Procedures. I understand and agree that such employment may be terminated at any time for any reason not prohibited by law and without any liability to me for any continuation of salary, wages, or employment related benefits (not required by law).

I further understand that should I be offered a contingent position with the Major County Sheriff's Office that I will need to provide additional information that will include place of birth, date of birth and social security number so that a background check may be completed.

Signature of Applicant

Date Completed