

**TO: APPLICANTS FOR EMPLOYMENT WITH THE CITY OF BIXBY**

**FROM: CITY MANAGER**

The application process with the City of Bixby is quite lengthy and very strictly regulated by several local, state and federal employment guidelines/regulations. While we have made every effort to simplify and expedite the selection process, many Equal Opportunity, Affirmative Action and Merit System provisions must be monitored.

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

### **CITY OF BIXBY DRIVING STANDARDS**

If the position you are applying for requires your operating a City vehicle, your driving record must meet the following driving standards:

1. No more than two (2) moving violations within the past three (3) years.
2. No more than one (1) at fault accident in the past three (3) years. If one (1) at fault accident has occurred in the past three (3) years, not more than one additional moving violation in the past three (3) years.
3. No D.W.I., D.U.I. or Reckless Driving (alcohol or drug related) violation within the past five (5) years. If a reckless driving charge or conviction is indicated on your driving record, you must provide documentation that proves the factual basis of the original charge was not alcohol or drug related.
4. You must possess and maintain a valid Oklahoma driver's license during the course of your employment with the City.
5. If the job you are applying for requires you to operate multi-axle trucks, tractors, trailers or heavy equipment of any kind, Oklahoma law requires you to hold and maintain a commercial chauffeurs license with level "A" or level "B" certification and with Endorsements specific to the equipment you are operating.

## IMMIGRATION REFORM AND CONTROL ACT OF 1986

### PLEASE NOTE:

If you are extended an offer of employment, you will be required to furnish the following documentation. You do NOT need to furnish it at this time, but will be required to furnish this to Personnel if you are the successful applicant.

In accordance with the United States Code, Title 8, Section 132A, the City of Bixby, must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service and the United States Department of Labor require you to furnish the City of Bixby with ONE (1) of the following documents:

1. U. S. Passport
2. Certificate of U. S. Citizenship
3. Certificate of Naturalization
4. Alien Resident/Alien Card with photo

### OR

ONE (1) DOCUMENT FROM EACH OF THE COLUMNS BELOW:

- |                        |   |
|------------------------|---|
| 1. Driver's License    | 1. Social Security Card                   |
| 2. U. S. Military Card | 2. Birth Certificate                      |
|                        | 3. Unexpired INS Employment Authorization |

Failure to furnish the City of Bixby with the requested documentation will result in denying employment with the City.

### **BACKGROUND INVESTIGATION**

If you are tentatively selected for employment with the City, the City will conduct a background investigation, which includes a review of your driving and arrest records, prior to your being appointed to a position with the City.

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

**CITY OF BIXBY**

**APPLICATION FOR EMPLOYMENT**

116 W. NEEDLES BIXBY, OKLAHOMA 74008

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-PLEASE PRINT OR TYPE

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, or the presence of a non-job-related medical condition or handicap.

Please print or type answer to each question clearly and completely.

Applications will be retained in our active files for a period of 90 days.

\*\*\*\*\*

**PERSONAL:**

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

LAST

FIRST

MIDDLE

ADDRESS: \_\_\_\_\_

Number & Street

City

State

Zip Code

Name and number where you may be contacted between 8:00 AM and 5:00 PM:

HOME PHONE: \_\_\_\_\_ BUSINESS: \_\_\_\_\_

Are you over eighteen (18) years of age? \_\_\_\_\_

\*\*\*\*\*

**POSITION AND AVAILABILITY:** \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time  
\_\_\_\_\_ PT/Temp

**POSITION DESIRED:** \_\_\_\_\_

If hired for this position, when can you start work? \_\_\_\_\_

Are you willing to work late or weekends, if necessary? \_\_\_\_\_

Have you ever worked for the City of Bixby before? \_\_\_\_\_

If yes, state when, your position and the Department:

\_\_\_\_\_  
\_\_\_\_\_

\*Have you ever been convicted of a felony crime? \_\_\_\_\_

If yes, state when, what and where:

\_\_\_\_\_  
\_\_\_\_\_

\*A former conviction does not automatically disqualify you for employment.

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Do you have any relatives employed by the City of Bixby? \_\_\_\_\_

If yes, state name and Department: \_\_\_\_\_

Relationship: \_\_\_\_\_

**SKILLS:**

Please list the type of equipment and computer programs you have mastered.

\_\_\_\_\_

EDUCATION: Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of last school attended: \_\_\_\_\_

Do you possess a high school diploma or GED equivalent? \_\_\_\_\_

College or University	Attendance From – To	Major Degree or Certificate
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**LICENSE/CERTIFICATIONS:**

PLEASE LIST BELOW ANY JOB-RELATED LICENSES OR CERTIFICATIONS

YOU HOLD:

\_\_\_\_\_ License or certification #: \_\_\_\_\_

\_\_\_\_\_ License or certification #: \_\_\_\_\_

NOTE: If you are applying for a position requiring college graduation OR high school/GED, this application is not complete without a transcript. If you are applying for a position that requires a license or certification, a copy must be attached before returning v the application to Personnel.

Do you possess a valid Oklahoma driver's license? \_\_\_\_\_

If not Oklahoma license, what state? \_\_\_\_\_

Driver's license number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

**COMMERCIAL CHAUFFEURS LICENSE:**

CLASS: \_\_\_\_ ENDORSEMENT(S): \_\_\_\_\_

Hiring Department must copy your license and endorsement(s) during interview process.

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**REFERENCES:**

List three (3) references other than former employers or relatives.

Name	Address	Phone

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Person(s) to contact in case of emergency:

Name Address Phone

Name	Address	Phone

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**EXPERIENCE:** (Please complete even if a resume is attached.)

JOBS STARTING WITH PRESENT AND WORKBACK:

Are you presently employed? \_\_\_\_\_

If yes, may we contact your present employer? \_\_\_\_\_

FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

\_\_\_\_\_  
\_\_\_\_\_

YOUR TITLE AND JOB DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_

Last Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ mo \_\_\_\_\_ wk \_\_\_\_\_ hr

REASON FOR LEAVING:

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FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

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YOUR TITLE AND JOB DESCRIPTION

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Last Salary: \$\_\_\_\_\_per \_\_\_\_\_mo \_\_\_\_\_wk \_\_\_\_\_hr

REASON FOR LEAVING:

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FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

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YOUR TITLE AND JOB DESCRIPTION

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Last Salary: \$\_\_\_\_\_per \_\_\_\_\_mo \_\_\_\_\_wk \_\_\_\_\_hr

REASON FOR LEAVING:

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FROM: \_\_\_\_\_ TO: \_\_\_\_\_

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

\_\_\_\_\_  
\_\_\_\_\_

YOUR TITLE AND JOB DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_

Last Salary: \$ \_\_\_\_\_ per \_\_\_\_\_ mo \_\_\_\_\_ wk \_\_\_\_\_ hr

REASON FOR LEAVING:

\_\_\_\_\_  
\_\_\_\_\_

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IF YOU HAVE ANY ADDITIONAL INFORMATION OR COMMENTS THAT YOU FEEL WILL HELP DETERMINE YOUR SUITABILITY FOR THIS POSITION, PLEASE PROVIDE AN EXTRA SHEET(S).

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**IMPORTANT - READ BEFORE SIGNING**

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A DISHONEST ANSWER TO ANY QUESTION IN THIS APPLICATION WILL CAUSE ME TO BECOME INELIGIBLE FOR EMPLOYMENT OR MAY BE GROUNDS FOR DISMISSAL AFTER EMPLOYED. I HEREBY GRANT PERMISSION TO THE CITY OF BIXBY TO INVESTIGATE AND VERIFY ANY OF THE INFORMATION INCLUDED IN THIS APPLICATION.

\_\_\_\_\_  
**APPLICANT'S SIGNATURE**

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

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**N-O-T-I-C-E**

Under the Oklahoma Open records Act, your job application and resume is considered to be a public record (subject to public inspection), if you are employed by the City of Bixby. All applications are considered private until that point.

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I CERTIFY THAT I HAVE REVIEWED THE INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

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**APPLICANT'S SIGNATURE**

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**DATE**