

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

-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

EMAIL: _____

HOME PHONE: _____ CELL: _____

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.

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: Select the highest grade completed:

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.

REFERENCES:

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

Name	Address	Phone

Person(s) to contact in case of emergency:

Name Address Phone

Name	Address	Phone

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:

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION

Last Salary: \$_____per _____mo _____wk _____hr

REASON FOR LEAVING:

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION

Last Salary: \$_____per _____mo _____wk _____hr

REASON FOR LEAVING:

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION

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

REASON FOR LEAVING:

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).

IMPORTANT - READ BEFORE SIGNING

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

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.

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

APPLICANT'S SIGNATURE

DATE