CITY OF LAWTON OKLAHOMA

EMPLOYMENT APPLICATION

An Equal Opportunity Employer

Application Instructions:

Type or print in ink.

Applications are only accepted for positions that are currently open.

ALL information must be completed. Incomplete applications or illegible applications will not be considered (includes required information such as typing/spelling scores, transcripts, etc.).

A resume may be included but does not take the place of completing the application. If additional space is needed to give full answers or explanations please attach additional sheets and include your name on the sheet(s).

Please read and consider the requirements for the position for which you are applying.

Be sure the application is returned (postmarks do not count) no later than the closing date and time listed on the job announcement. Late applications will not be considered.

If you require an accommodation during the application/interview process please contact the Human Resources Department at 580-581-3392. Office hours are 8 a.m. to 5 p.m.

The application and attachments become the official property of the City of Lawton when submitted and will not be returned, reused or copied for you.

If you have any questions please contact the Human Resources Department at:

City of Lawton
212 SW 9th St
580-581-3392
580-581-3530 (fax)
HR@cityof.lawton.ok.us
www.cityof.lawton.ok.us

1. Last Name	2. First Name	3. Middle Name
4. Mailing Address	5. City	6. State and Zip Code
7. Daytime Phone	8. Evening Phone	9. E-mail

10. Date of Application	11. Announcement # 2752
12. Job Title as on the Announcement Municipal Securities Disclosure Coordinator, Finance Administration	
13. Do you have the legal right to work in the United States? YES ☐ NO ☐	14. Are you 18 years of age or older? YES ☐ NO ☐
15. Are you able to perform all the essential functions of the job for which you are applying, with or without reasonable accommodation? YES ☐ NO ☐	

16. Are you related, by blood or marriage, to any City of Lawton employee, council member or the mayor? YES ☐ NO ☐ If yes state who and how related.

17. Have you previously worked for the City of Lawton? YES ☐ NO ☐ If yes:

Position_____Division_____From_____To_____

Reason for Leaving_____

EDUCATION

NAME OF SCHOOL	City/State	Areas of Study	Did you graduate?	Type of Degree
High School				
Vocational School				
College/University				
GED				

Please list any licenses, certifications, additional training/skills, volunteer work, work shops, etc.

Are you a U.S. Veteran? YES ☐ NO ☐ Branch of Service_____Dates of Service_____

Specific military training that is related to the job you are applying for:

REFERENCES

Name	Occupation	Relationship	Contact #	May we contact?

Have you ever been convicted of a crime? (misdemeanor, felony, or military court martial)			
Are there criminal charges currently pending against you?			
If yes to any of the above explain. Convictions do not necessarily disqualify an applicant from employment consideration.			
Do you have a current valid driver's license?	State	Type	Number
In the past five years have you had your driver's license revoked or suspended?			
In the past five years have you had an application for a driver's license denied?			
In the past five years have you been convicted of reckless driving?			
If yes to any of the above please explain			

EMPLOYMENT HISTORY

Employing Firm_____ Address_____

Phone _____ Your Title _____ From _____ To _____ Ending Salary_____

Supervisors Name _____ May we contact? _____

Reason for Leaving_____

Specific Duties:

Employing Firm_____ Address_____

Phone_____ Your Title_____ From _____ To _____ Ending Salary_____

Supervisors Name_____ May we contact? _____

Reason for Leaving_____

Specific Duties:

 Name_____

Employing Firm_____Address_____

Phone_____Your Title_____ From_____To_____Ending Salary_____

Supervisors Name_____May we contact?_____

Reason for Leaving_____

Specific Duties:

Please list any other names you may be known by (example, maiden names, nicknames, etc.)

_____

READ CAREFULLY! Application **must** be signed to be valid.

All statements made on this application are true and correct. I understand that any false, incomplete, material misrepresentation or deliberate omission of a fact in my application may be justification for refusal of employment or termination from employment. I understand that if a conditional offer of employment is made I agree to submit to a drug screen and/or physical examination. I authorize any physician/hospital/lab/agents to release any information necessary to determine the ability to perform job functions and compliance with City of Lawton drug and alcohol policies. I understand the City of Lawton may investigate/verify information provided on this application/attachments/interviews and I authorize such action. I further authorize current/former employers to release information requested. The City of Lawton participates in eVerify. Federal law requires all employers to verify the identify 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 employee's Form I-9 to confirm work authorization.

I have read and agree to the above statements:

Signature_____ Date_____

OFFICE USE ONLY

Typing WPM	Errors	Spelling	10 Key	LPD	LFD

Name_____

Completion of this page is required to satisfy Equal Opportunity statistical and monitoring requirements. This page is removed from the application after processing. All qualified applicants will receive consideration without regard to race, color, religion, sex, age, national origin, veteran status or qualified disability. Submission of information is voluntary.

Date of birth:

Male ☐ Female ☐ Vietnam Era Veteran ☐ Other Eligible Veteran ☐

Race/Ethnicity

American Indian or Alaskan Native ☐

Asian ☐

Black or African American ☐

Hispanic ☐

Native Hawaiian or other Pacific Islander ☐

White ☐

Two or more races ☐

How did you hear about this position?

City Bulletin Board ☐

City Job Line Recording ☐

City Web Site ☐

Occupation specific website ☐

Employee referral ☐

Friend/Family ☐

Job Fair ☐

Newspaper ☐

Other media or method_____

JOB APPLIED FOR Municipal Securities Disclosure ANNOUNCEMENT # 2752

Submit Application