

# APPLICATION FOR EMPLOYMENT/VOLUNTEER

## DALE ROGERS TRAINING CENTER

2501 N. Utah, Oklahoma City, Oklahoma 73107

(405) 946-4489 or (405) 946-1079

Video phone: (405) 445-7314

[www.drtc.org](http://www.drtc.org)

An Equal Opportunity Employer

For office use only

Date Received: \_\_\_\_\_

Date Postcard Mailed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Salary range required: \_\_\_\_\_ Date available to work: \_\_\_\_\_

Type(s) of employment desired:  Full-Time  Part-Time  Temporary  Seasonal  Substitute  On-Call  
 Volunteer

Name:

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

Address:

\_\_\_\_\_ Street

\_\_\_\_\_ City

\_\_\_\_\_ State

\_\_\_\_\_ Zip Code

Telephone Number: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_

Message Phone: \_\_\_\_\_ E-Mail address: \_\_\_\_\_  
Name and Telephone Number

May we contact you at work?  Yes  No If yes, work number and best time to call: \_\_\_\_\_

Are you 18 or older?  Yes  No Are you legally eligible for employment in the U.S.A.?  Yes  No

Have you filed an application at DRTC before?  Yes  No If yes, give date: \_\_\_\_\_

Have you ever been employed at DRTC before?  Yes  No If yes, give date: \_\_\_\_\_

Have you ever worked as a temp at DRTC before?  Yes  No If yes, give date: \_\_\_\_\_

Do you have friends or family working or applying for us?  Yes  No If yes, whom: \_\_\_\_\_

Referral Source  Advertisement  Employee  Relative  Government Employment Agency

Walk-in  Private Employment Agency  Other \_\_\_\_\_

Name of Source (if applicable) \_\_\_\_\_

### Additional/Background Information

Dale Rogers Training Center is required to obtain a criminal history records search, Motor Vehicle Report (MVR), and a Department of Human Services registry review prior to employment.

Have you ever been convicted of, received probation, pleaded guilty (or no contest) to any felonies or misdemeanors?  
 Yes  No If yes, state when, where and the disposition of the case (attach additional sheet if needed.)

Have you ever had a confirmation of abuse, neglect, or exploitation made against you?  
 Yes  No If yes, state when, where and explain. (attach additional sheet if needed.)

Do you have a current valid driver license  Yes  No Issuing state \_\_\_\_\_

**NOTE:** The existence of a criminal record will not necessarily be an automatic bar to employment. Factors such as date of offense, age at time of offense, seriousness and nature of the offense will be taken into consideration.

**Educational Information**

Circle the last grade completed in high school and provide name of school: 8 or less    9    10    11    12    GED

Name of school: \_\_\_\_\_

Circle last year of school attended below, if graduated, and provide name of school:

College            1            2            3            4            Graduated    Name: \_\_\_\_\_

Tech School      1            2            3            4            Graduated    Name: \_\_\_\_\_

Business School    1            2            3            4            Graduated    Name: \_\_\_\_\_

List major areas of study/degrees/certificates: \_\_\_\_\_

**Employment History**

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience. Explain any gaps in employment in comments section.

Employer		Telephone (    )	Dates Employed and Hourly Rates/Salary	Summarize the nature of the work performed and job responsibilities:
Address & Type of Business			From    To	
Job Title	Immediate Supervisor and Title		Starting Pay \$        per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay \$        per	
Employer		Telephone (    )	Dates Employed and Hourly Rates/Salary	Summarize the nature of the work performed and job responsibilities:
Address & Type of Business			From    To	
Job Title	Immediate Supervisor and Title		Starting Pay \$        per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay \$        per	
Employer		Telephone (    )	Dates Employed and Hourly Rates/Salary	Summarize the nature of the work performed and job responsibilities:
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Job Title	Immediate Supervisor and Title		Starting Pay \$        per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay \$        per	
Employer		Telephone (    )	Dates Employed and Hourly Rates/Salary	Summarize the nature of the work performed and job responsibilities:
Address & Type of Business			From    To	
Job Title	Immediate Supervisor and Title		Starting Pay \$        per	
Reason for Leaving	May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later		Final Pay \$        per	

Comments (including explanation of any gaps in employment)

\_\_\_\_\_

\_\_\_\_\_

**Business/Personal References**

List three business/work references that are not related to you and are not previous supervisors. If not applicable, list three school or personal references that are not related to you.

Name and Occupation	Telephone		Years Known
	Home	Work	

**Other Information**

List any professional or business associations, special accomplishments, awards, special skills or other experiences and any other additional information you would like us to consider. (Exclude memberships or references which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

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**Agency Expectations**

Dale Rogers Training Center sets high standards for its employees and expects compliance with all policies and procedures. If offered a position with Dale Rogers, you need to carefully consider what is required of you before you accept. These standards include, but are not limited to, the following:

**Standards**

- Arriving on time every time you are scheduled.
- Maintaining a positive, enthusiastic attitude.
- Providing friendly customer service.
- Treating individuals and co-workers with dignity and respect.
- Being honest and dedicated in all your work.
- Maintaining confidentiality.
- Completing all necessary training requirements.
- Following agency policies and procedures and supervisors direction.
- Maintaining a professional appearance and meeting the agency's dress code policy.
- Complying with Dale Rogers' request for a minimum two weeks' notice should I have to resign.

**Are you willing and able to comply with all the requirements listed?**

Yes     No

If your answer is no, or if you have concerns about complying with any requirements, please explain on an attached sheet.

**Applicants Authorization and Statement**

I affirm that the information provided on this application (and accompanying resume and/or Background and Reference Authorization form, if applicable) is true and complete to the best of my knowledge. I also agree that any falsified information or significant omissions may disqualify me from further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I authorize a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release from all liability or responsibility all persons and corporations requesting or supplying such information. In the event that I am given a job offer, I realize that offer is conditional upon receipt of successful results from background investigation checks. My employment status will be temporary until the investigation is complete, regardless of how long it takes.

I understand that if I am offering my time as a volunteer that I will not be compensated for any services I provide.

I understand that Dale Rogers Training Center is an Equal Opportunity Employer and does not discriminate in employment. No question on this application is used for the purpose of limiting or excusing my consideration on a basis prohibited by local, state, or federal law.

I agree to submit to any lawful drug testing that may be required as a condition of my employment or continued employment and understand that refusal to submit to such testing or receiving positive test results during the course of my employment may result in disciplinary action, up to and including discharge.

In consideration of my employment, I agree to follow the rules and regulations of Dale Rogers Training Center. I agree that my employment is at will and can be terminated, with or without cause, and with or without notice, at any time, at the option of either Dale Rogers Training Center or myself. I understand that no representative of Dale Rogers Training Center, other than the Executive Director or Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Applicants Signature

Date

**Additional Information (Optional)**

READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS SECTION. Applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, disability or veteran status, genetic information, gender identity, sexual orientation, or any other legally protected characteristic. Dale Rogers Training Center complies with government regulations relating to our affirmative action obligations.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex, or national origin. Federal laws also prohibit other types of discrimination, such as age, citizenship, disability, veteran status, attainment of benefits, participation in union activities, genetic information, gender identity, or sexual orientation. The laws of many states and localities also prohibit some or all of these types of discrimination, as well as prohibiting additional types of discrimination, such as discrimination based on ancestry, parental or marital status, sexual orientation, or source of income. Government agencies require periodic reports on the race, sex, ethnicity, disability and veteran status of applicants and employees. To help us comply with government record-keeping requirements, please fill out the information requested below. Providing this information is not a requirement to be considered for employment. **Information obtained through self-identification is maintained on a confidential basis and will only be used by Dale Rogers Training Center for required Federal reporting.**

Sex  Male  Female

Race  Hispanic or Latino (H/L)  
 White (W) Not Hispanic or Latino  
 Black or African American (B)  
 Native Hawaiian or Other Pacific Islander (NH/PI)  
 Asian (A)  
 American Indian or Alaska Native (AI/AN)  
 Two or More Races (TW>)

Because Dale Rogers Training Center does business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job:

Do you have a disability?  
 Yes, I have a disability (or previously had a disability)  
 No, I don't have a disability  
 I don't wish to answer

Are you a Veteran?  Yes  No  
If yes, do you (1) qualify as Armed Forces Service Medal Veteran (AFSM)  Yes  No  
(2) qualify as a Special Disabled Veteran? (SDV)  Yes  No  
(3) qualify as Other Protected Veteran? (OPV)  Yes  No  
(4) qualify as a Newly Separated Veteran? (NSV)  Yes  No  
Date separated: \_\_\_\_\_

**AN EQUAL OPPORTUNITY EMPLOYER**

For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**To be reviewed and signed during interview (if held) - BONA FIDE OCCUPATIONAL QUESTIONS**

I have received and reviewed a written job description or list of skills of the essential job functions of the position(s) for which I have applied. I am able to perform each of the essential job functions listed for each position for which I have applied.  Yes  No

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_