

# APPLICATION FOR EMPLOYMENT

## DRTC

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

Name:

\_\_\_\_\_ Last

\_\_\_\_\_ First

\_\_\_\_\_ Middle

Address:

\_\_\_\_\_ Street

\_\_\_\_\_ City

\_\_\_\_\_ State

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

Telephone Number: \_\_\_\_\_ Best Time To Call: \_\_\_\_\_ Hard of Hearing/Deaf:  Text  Email

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

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?  No  Yes If yes, give date: \_\_\_\_\_

Have you worked as a staff or temp (through an agency) at DRTC before?  Yes  No Provide Date: \_\_\_\_\_

Do you have friends or family working or applying to work at DRTC?  Yes  No If yes, whom:

Referral Source:

- Print Advertisement (newspaper, flier, sign, etc.)  Job Fairs/Networking Events (online/in-person)  
 Staffing Firm  State Agency or Third-party Recruiter  Alumni/School Networks  Professional Associations  
 Social Media  Walk-in  Employee or Friend/Relative (list name) \_\_\_\_\_  Other \_\_\_\_\_

### Additional/Background Information

As a federal contractor, DRTC is required to comply with the Fair Chance Act through the National Defense Authorization Act (NDAA). The Fair Chance Act prohibits federal contractors from obtaining information about an applicant's criminal history before making a conditional job offer. Once a conditional offer of employment is made, DRTC has the right to conduct a criminal history records search prior to employment.

**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. An applicant's circumstances will be reviewed on a case-by-case basis to determine whether the applicant's history is relevant to the job and recent enough to be applicable.

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

**Educational Information**

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

- OR - Completion of a high school equivalency test:  GED     HiSET     TASC

**Education after high school**

List all formal education starting with most recent.			
School Name	Years or Hours Completed	Field of Study	Degree or Certificate Earned
	<input type="checkbox"/> Yrs / <input type="checkbox"/> Hrs		
	<input type="checkbox"/> Yrs / <input type="checkbox"/> Hrs		
	<input type="checkbox"/> Yrs / <input type="checkbox"/> Hrs		
	<input type="checkbox"/> Yrs / <input type="checkbox"/> Hrs		
	<input type="checkbox"/> Yrs / <input type="checkbox"/> Hrs		

**Employment History**

List your last three (3) 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:
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)

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**Business/Personal References**

List three business/personal references that are not related to you and are not previous supervisors. If not applicable, list three school/personal references that are not related to you who have known you at least one (1) year.

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.)

**Applicant's 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.

I understand that DRTC 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 DRTC. 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 DRTC or myself. I understand that no representative of DRTC, 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.

Applicant's 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. DRTC 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 DRTC for required Federal reporting.**

Sex:  Male  Female  Other \_\_\_\_\_

**Race**

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

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 under Section 503 of the Rehabilitation Act, 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 \_\_\_\_\_