

APPLICATION FOR EMPLOYMENT DRTC

(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

An Equal Opportunity Employer

For office use only

Date Received: _____

Date Postcard Mailed: _____

Reviewed by: _____

Re-hire: _____ Date: _____

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

Name: _____
Last First Middle

Address: _____
Street City State Zip Code

Preferred method of contact:

☐ Telephone Number: _____ Best Time to Call: _____

☐ 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 an employee at DRTC before? ☐ Yes, Provide Date(s): _____
- been placed as a temp (through a staffing agency) at DRTC before? ☐ Yes, Provide Date(s): _____
- ☐ No/not applicable

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 Agency ☐ State Agency or Third-party Recruiter ☐ Alumni/School Networks Associations
☐ Professional ☐ 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

Did you graduate with a high school diploma? ☐ YES ☐ NO

- OR – Did you complete a high school equivalency test? ☐ YES ☐ NO

Education after high school – college, university, trade school, vocational school

List all formal education starting with most recent.		
Years or Hours Completed	Field of Study	List Degree or Certification 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		

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): _____

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 an 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.**

Gender: ☐ Male ☐ Female ☐ non-binary

Preferred gender pronouns:

Race

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

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.

BONA FIDE OCCUPATIONAL QUESTIONS

I have received and reviewed a digital and/or 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