

# CITY OF MOORE EMPLOYMENT APPLICATION

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP CODE: \_\_\_\_\_

PHONE NO: \_\_\_\_\_

POSITION APPLYING FOR: \_\_\_\_\_

\_\_\_\_\_

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ARE YOU RELATED TO ANY CITY OF MOORE  
EMPLOYEES? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF SO, WHOM? \_\_\_\_\_

NOTICE TO ALL APPLICANTS: ATTACHMENT OF RESUME

If you are hired by the City of Moore, the information supplied on this employment application, except for your residential address, may be subject to disclosure through the Open Records Act of the State of Oklahoma. If you wish the City of Moore to consider other information regarding your qualifications for this position, you may separately submit a resume containing such documentation.

# EMPLOYMENT HISTORY

PRESENT EMPLOYER:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POSITION HELD: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_

DUTIES & RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISOR'S NAME, TITLE, PHONE NO:

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAY WE CONTACT YOUR PRESENT EMPLOYER? \_\_\_\_\_ YES \_\_\_\_\_ NO

PAST EMPLOYMENT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

POSITION HELD: \_\_\_\_\_

DATES OF EMPLOYMENT: \_\_\_\_\_ TO \_\_\_\_\_

DUTIES & RESPONSIBILITIES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SUPERVISOR'S NAME, TITLE, PHONE NO:

\_\_\_\_\_

\_\_\_\_\_

REASON FOR LEAVING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

MAY WE CONTACT YOUR PAST EMPLOYER? \_\_\_\_\_ YES \_\_\_\_\_ NO

EDUCATION: PLEASE LIST HIGH SCHOOL, CORRESPONDENCE, BUSINESS, TECHNICAL OR VO-TECH SCHOOLS ATTENDED, AND COLLEGES AND UNIVERSITIES.

NAME	LOCATION	TYPE	DEGREE
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LIST ANY OFFICE EQUIPMENT YOU ARE CAPABLE OF USING AND ATTACH ANY PROFICIENCY TESTS YOU HAVE PERFORMED.

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DO YOU HAVE A DRIVER'S LICENSE? \_\_\_\_ YES \_\_\_\_ NO CDL? \_\_ YES \_\_ NO

LIST ANY TYPE OF MACHINERY YOU ARE CAPABLE OF OPERATING:

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PLEASE LIST ANY CERTIFICATIONS OR SPECIAL AWARDS YOU HAVE RECEIVED:

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