

Central Oklahoma Master
Conservancy District

12500 Alameda Drive
Norman, OK 73026
405-329-5228
comcd.net



Application for Employment

Personal Information

Full Name: _____

Address: _____

Phone: _____ E-mail: _____

Position for which you are applying: _____

Education: Describe education beginning with high school and any education after high school.

Name of school	If you did not graduate, the number of years attended	Diploma/GED/equivalent, degree earned	Primary course of study, if applicable

Employment History: Describe employment history backwards, beginning with current employer and going back at least 10 years, if applicable. If your need to provide additional employment information or if there are gaps in your employment history, you can explain that information on the back of the application.

Employer Name	Employed from date	Employed to date	Duties and responsibilities
Employer address and phone			
Name of Supervisor	Job title held	Reason for leaving	
May we contact this employer? Yes: _____ No: _____			

Employer Name	Employed from date	Employed to date	Duties and responsibilities
Employer address and phone			
Name of Supervisor	Job title held	Reason for leaving	
May we contact this employer? Yes: _____ No: _____			

Employer Name	Employed from date	Employed to date	Duties and responsibilities
Employer address and phone			
Name of Supervisor	Job title held	Reason for leaving	
May we contact this employer? Yes: _____ No: _____			

Licenses, Certifications and Specialized Skills

Please list any licenses, certifications or specialized skills that you possess that would be relevant to this job:

References

Please provide any references, beyond those listed above in Employment History, that we may contact:

Name and How you Know this Person	Phone number and Email (Optional)
Name and How you Know this Person	Phone number and Email (Optional)
Name and How you Know this Person	Phone number and Email (Optional)

General Questions

1. Are you 18 years of age or older?

Yes / No

2. Are you able, with or without a reasonable accommodation, to perform the essential functions of the job for which you are applying?

Yes / No

3. Have you ever been convicted of a felony? (Conviction will not necessarily bar you from employment.)

Yes / No

If yes, please explain _____

If the box below is checked, you should answer this question because you are applying for a position which requires driving as part of the essential functions:

Do you possess a valid Driver's License? Yes / No

The Central Oklahoma Master Conservancy District (“District”) does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, gender identity, pregnancy, national origin, age, disability, genetic information, protected veteran status, or any other characteristic protected by law. In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

The District has a Drug and Alcohol Testing Policy which includes Applicant (pre-employment) Testing. Under that policy, an “applicant” is a person who has applied for a position and received a conditional offer of employment. Failing the test or refusing the test may be used as a basis for withdrawing the offer of employment and refusing to hire the applicant. If you would like a copy of the policy, ask and one will be provided to you.

I authorize previous employers, references provided, or any other person(s) to whom the company may refer, to release information requested (except as may be qualified above).

I agree that, if employed, the nature and location of my work assignment may be changed by the District at any time. I understand that all employees enter on duty under a six-month probationary period during which employment may be terminated by the employer if work performance is unsatisfactory. At all times, both during and after the probationary period, I understand that my employment is “at will” meaning that it may be terminated at any time by me or the District without cause or notice. I further understand that this application in no way represents an expressed or implied contract.

Understanding the above, I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification on this application is grounds to refuse to hire me or to terminate me should I already have been hired.

Applicant’s signature: _____ Date: _____