

TO: APPLICANTS FOR EMPLOYMENT WITH THE CITY OF
BIXBY

FROM: CITY MANAGER

The application process with the City of Bixby is quite lengthy and very strictly regulated by several local, state and federal employment guidelines/regulations. While we have made every effort to simplify and expedite the selection process, many Equal Opportunity, Affirmative Action and Merit System provisions must be monitored.

**PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE
COMPLETING THE ATTACHED APPLICATION FORM. THESE
GUIDELINES ARE STRICTLY ENFORCED AND ADHERED TO.**

**CITY OF BIXBY
DRIVING STANDARDS**

If the position you are applying for requires your operating a City vehicle, your driving record must meet the following driving standards:

1. No more than two (2) moving violations within the past three (3) years.
2. No more than one (1) at fault accident in the past three (3) years; or, if an at fault accident has occurred in the past three (3) years, not more than one (1) additional moving violation in the past three (3) years. (Two (2) at fault accidents in the past three (3) years will cause the applicant to be ineligible for consideration).
3. No D.W.I., D.U.I. or Reckless Driving (alcohol or drug related) violation within the past five (5) years. If a reckless driving charge is indicated on your driving record, you must provide documentation that proves the reckless charge was not alcohol or drug related.
4. You must possess and maintain a valid Oklahoma driver's license during the course of your employment with the City.
5. If the job you are applying for requires you to operate multi-axle trucks, tractors, trailers or heavy equipment of any kind, Oklahoma law requires you to hold and maintain a commercial chauffeurs license with level "A" or level "B" certification and with Endorsements specific to the equipment you are operating.

If tentatively selected, applicants for employment with the City of Bixby are required to furnish a copy of their driving record to the Personnel Department at the applicant's expense (\$10.00), PRIOR to employment with the City. Copies of your driving record may be obtained at the Bixby Tag Agency – 12604 S. Memorial Dr.

IMMIGRATION REFORM AND CONTROL ACT OF 1986

PLEASE NOTE: At such time you are extended an offer of employment, you will be required to furnish the following documentation. You do NOT need to furnish it at this time, but will be required to furnish this to Personnel if you are the successful applicant.

In accordance with the United States Code, Title 8, Section 132A, the City of Bixby, must verify every individual's eligibility for employment in the United States. The Immigration and Naturalization Service and the United States Department of Labor require you to furnish the City of Bixby with ONE (1) of the following documents:

1. U. S. Passport
2. Certificate of U. S. Citizenship
3. Certificate of Naturalization
4. Alien Resident/Alien Card with photo

OR

ONE (1) DOCUMENT FROM EACH OF THE COLUMNS BELOW:

- | | |
|------------------------|---|
| 1. Driver's License | 1. Social Security Card |
| 2. U. S. Military Card | 2. Birth Certificate |
| | 3. Unexpired INS Employment Authorization |

Failure to furnish the City of Bixby with the requested documentation will result in denying employment with the City.

BACKGROUND INVESTIGATION

If you are tentatively selected for employment with the City, the City of Bixby Police department will conduct a background investigation of your credentials prior to your being appointed to a position with the City. You must sign the attached release form to authorize the City to verify your credentials.

If tentatively selected, you will also be required to furnish the Personnel Department with a copy of your arrest record from the Oklahoma State Bureau of Investigation (OSBI), (FEE \$15.00) at the applicant's expense, PRIOR to employment with the City. Copies of your OSBI record may be obtained by calling the Oklahoma City office at 1-800-207-6724.

Please feel free to contact the Personnel Department staff if you have any questions regarding the City of Bixby's selection process. In closing, let us thank you for your interest in considering the City of Bixby as a career option.

The City of Bixby requires the City of Bixby Police Department to conduct background investigations of all job candidates applying for positions with the City. The following release must be completed prior to the Personnel Department's accepting any and all applications. Failure to do so will disqualify you for consideration for employment with the City.

**PERSONAL INQUIRY WAIVER
AUTHORITY FOR RELEASE OF INFORMATION**

I respectfully request and authorize you to furnish the City of Bixby Police Department any and all information that you may have concerning me, my work record, my reputation, my financial, and my credit status. Please include any and all medical, physical and mental records including all information of a confidential or privileged nature, and Photostats of same requested. This information is to be used to assist the City of Bixby Police Department in determining my qualifications and fitness for the positions I am seeking.

I hereby release you, your organization or others from any liability or damage, which may result from furnishing the information requested above.

A photocopy or faxed copy of this release form will be as valid as an original.

APPLICANT'S SIGNATURE

DATE

**BACKGROUND INVESTIGATION
CONFIDENTIAL INFORMATION AGREEMENT FORM**

I, _____ understand that a thorough investigation will be conducted to determine my qualifications for the position of _____ with the City of Bixby. Further, that to a greater extent, my employment will depend on information obtained on confidential interviews with persons whom I have associated. Therefore, I understand that such information is confidential, and the City cannot reveal the reason of rejection for those applicants who are not accepted.

I further understand that if the reasons for my non-acceptance are of a temporary nature whereby I should be accepted at a later date, that I would be notified.

I HAVE READ AND FULLY UNDERSTAND THE FOREGOING STATEMENT.

APPLICANT'S SIGNATURE

DATE

*Have you ever been convicted of a felony crime? _____ If yes, state when, what and where:

*A former conviction **does not** automatically disqualify you for employment.

Do you have any relatives employed by the City of Bixby? _____ If yes, state name and Department:

_____ Relationship: _____

SKILLS:

CLERICAL: Typing: _____yes _____no _____w.p.m.
Shorthand: _____yes _____no _____w.p.m.

Please list the kinds of office equipment you can operate: _____

EDUCATION:

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name and location of last school attended: _____

Do you possess a high school diploma or GED equivalent? _____

College or University Attendance Major Degree or Certificate
From-----To

LICENSE/CERTIFICATIONS:

PLEASE LIST BELOW ANY JOB-RELATED LICENSES OR CERTIFICATIONS YOU HOLD:

_____ License or certification #: _____

_____ License or certification #: _____

NOTE: If you are applying for a position requiring college graduation OR high school/GED, this application is not complete without a transcript. If you are applying for a position that requires a license or certification, a copy must be attached before returning the application to Personnel.

Do you possess a valid Oklahoma driver's license? _____ If not Oklahoma license, what state? _____

Drivers license number: _____ Expiration date: _____

NOTE: If tentatively selected, and the position for which you are applying requires you to drive a city vehicle, you must obtain a copy of your driving record (obtained from the Tag Agency, (Fee \$10.00) in order for application to be complete.

COMMERCIAL CHAUFFEURS LICENSE:

CLASS: _____ ENDORSEMENT(S): _____

Hiring Department must copy your license and endorsement(s) during interview process.

REFERENCES:

List three (3) references other than former employers or relatives.

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Person(s) to contact in case of emergency:

| Name | Address | Phone |
|-------|---------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

EXPERIENCE: (Please complete even if a resume is attached)
JOBS STARTING WITH PRESENT AND WORK BACK:

Are you presently employed? _____
If yes, may we contact your present employer? _____

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION:

Last Salary \$_____ per _____ mo _____ wk _____ hr

REASON FOR LEAVING:

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION:

Last Salary \$_____ per _____ mo _____ wk _____ hr

REASON FOR LEAVING:

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION:

Last Salary \$ _____ per _____ mo _____ wk _____ hr

REASON FOR LEAVING:

FROM: _____ TO: _____

NAME, ADDRESS & PHONE NO. OF EMPLOYER:

YOUR TITLE AND JOB DESCRIPTION:

Last Salary \$ _____ per _____ mo _____ wk _____ hr

REASON FOR LEAVING:

ADDITIONAL INFORMATION

IF YOU HAVE ANY ADDITIONAL INFORMATION OR COMMENTS THAT YOU FEEL WILL HELP DETERMINE YOUR SUITABILITY FOR THIS POSITION, PLEASE PROVIDE AN EXTRA SHEET(S).

IMPORTANT – READ BEFORE SIGNING

A DISHONEST ANSWER TO ANY QUESTION IN THIS APPLICATION WILL CAUSE ME TO BECOME INELIGIBLE FOR EMPLOYMENT OR MAY BE GROUNDS FOR DISMISSAL AFTER EMPLOYED. I HEREBY GRANT PERMISSION TO THE CITY OF BIXBY TO INVESTIGATE AND VERIFY ANY OF THE INFORMATION INCLUDED IN THIS APPLICATION AND TO SUBMIT TO MEDICAL EXAMINATION IF REQUIRED.

APPLICANT'S SIGNATURE

DATE

N-O-T-I-C-E

Under the Oklahoma Open records Act, your job application and resume is considered to be a public record (subject to public inspection), if you are employed by the City of Bixby. All applications are considered private until that point.

I CERTIFY THAT I HAVE REVIEWED THE INFORMATION SUPPLIED BY ME AND THAT IT IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

APPLICANT'S SIGNATURE

DATE
