

*GLENPOOL POLICE
DEPARTMENT*



*POLICE OFFICER
APPLICATION PACKET*



DENNIS WALLER
Chief of Police

GLENPOOL POLICE DEPARTMENT

P.O. BOX 70 / 14536 S. ELWOOD AVENUE
GLENPOOL, OK 74033
(918) 322-8110 MAIN
(918) 322-3011 FAX



BART HARRIS
Assistant Chief of Police

February 1, 2018

From the Office of the Chief of Police,

I would like to express my appreciation to all those who have shown a desire in becoming a Glenpool Police Officer. We are a professional and progressive department in a growing community and are looking for the best candidate to join our group of outstanding Officers.

I wish each and everyone good luck as they begin their journey to becoming a member of one of the best police departments in the State of Oklahoma.

Dennis Waller
Chief of Police

GLENPOOL POLICE
DEPARTMENT 2018 HIRING
SCHEDULE



DATE & TIME	EVENT	LOCATION
02/01/18 through 02/28/17	Applications Accepted	City Hall, E-mail, Mail, Fax
03/10/18 9:00 AM – 12:00 PM	Phase 1 – Physical Ability Test	Football Field Practice Facility
03/10/18 1:00 PM – 4:00 PM	Phase 2 – Written POST Exam	City Hall & Conference Center
TBA – March	Panel Oral Interviews	Glenpool Police Department
TBA – March	Background Investigations	N/A
TBA –	Conditional Offers of Employment	City Hall – HR Director
TBA –	Physical, Drug Tests & MMPI	TBA
TBA –	Final Offers of Employment	Glenpool Police Department

IMPORTANT LOCATIONS

<u>Glenpool City Hall/Conference Center</u>		<u>Glenpool Police Department</u>	
Mail: 12205 S. Yukon Ave. Glenpool, OK 74033	Physical: 12205 S. Yukon Ave. Sapulpa, OK 74066	Mail: 12205 S. Yukon Ave. Glenpool, OK 74033	Physical: 14536 S. Elwood Ave. Glenpool, OK 74033
Glenpool Public Schools Glenpool Indoor Football Practice Facility 151 st St. S. & Warrior Road (U.S. Hwy. 75/151 st St. S.)			

Nepotism Disclosure Form

City of Glenpool Employee Handbook and Personnel Policies

Article 2: Employment Policies

Section 2.9 Nepotism - No two individuals related by blood or marriage to the third degree of consanguinity or affinity shall be employed within the same lines of supervision or work unit in a department. Relatives of department heads and division heads shall not be hired within the same department.

Third Degree of Consanguinity (Blood) & Affinity (Marriage):

1st Degree	Spouse, Children, Parents, Stepchildren, Stepparents, Mother-in-Law, Father-in-Law
2 nd Degree	Brothers, Sisters, Half Brothers, Half Sisters, Grandchildren, Grandparents
3 rd Degree	Uncles, Aunts, Nephews, Nieces, Great Grandparents, Great Grandchildren, Step Uncles, Step Aunts, Step Nephews, Step Nieces, Step Great Grandparents, Step Great Grandchildren

**Step relationships (step-brother, step-father, etc.), are considered to be the same as blood relationships.

To assure compliance with City Policy, we require all potential employees who may have relatives who are also City employees, to complete the following information.

Name of Relative	Relationship	Department

Your Name (please print)

Signature

Date

JOB DESCRIPTION

CLASSIFICATION TITLE

Police Officer

DEPARTMENT

Police

MISSION:

The primary mission of all employees is to provide the citizens of the City of Glenpool with the most efficient and effective service possible. Salaries are paid by the taxes, revenues and user fees collected from the citizens of Glenpool. Each employee is expected to treat all people with the courtesy and respect due to them at all times.

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs the full range of police work as a sworn officer responsible for the maintenance of the peace, protection of life and property, enforcement of federal, state and municipal laws and ordinances and performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This class of work is responsible for law enforcement, crime prevention and investigation. Work of this class will normally consist of patrol and traffic activities in the City of Glenpool on an assigned shift, but assignments may vary at the discretion of the Chief of Police or shift supervisor. Work involves an element of danger and employees will be expected to exercise considerable judgment in responding to emergency situations and performing law enforcement duties. Duties will require considerable contact with other local, state and county law enforcement agencies and the general public. Work will require the use of a variety of field and office equipment, including patrol vehicles, weapons and communication systems. Employees occupying positions of this class will be responsible for providing duties ranging from aiding persons in trouble and providing information on laws and crime prevention, to conducting crime investigations, citizens' complaints and traffic accident investigations. Work will normally be performed in patrol vehicles patrolling the City of Glenpool; however, duties may require significant physical exertion in the apprehension of suspects.

EXAMPLES OF WORK: (Illustrative Only)

Drives patrol vehicle in an assigned area and observes conditions and activities, taking appropriate actions where there appears to be potential or are actual violations of the law, disruption of public order, or harm to persons or property; responds to reports of criminal activity, traffic accidents, civil disturbances, misdemeanors, felonies and other incidents; investigates or assists in the investigation of conditions conducive to crime or in response to reports, obtains witnesses and gathers evidence; upon investigation, takes action deemed necessary, including the issuance of citations or warnings, tests and books offenders, secures the crime or accident scene, administers first aid, calls for medical assistance, and issues warnings of precaution; serves warrants of arrest, arrests persons on misdemeanor or felony charges, handcuffs, searches and secures their custody; completes related reports; prepares formal descriptive reports of action taken and of suspected illegal conditions or activity for use by the department or other public agencies; maintains complete and comprehensive logs of daily activities and prepares detailed reports of all incidents dealt with; takes necessary follow-up action such as appearing in court as arresting officer or witness or by making call-backs; responds to citizen complaints, provides advice and information and resolves problems when possible; inspects motor vehicles for serviceability such as need for repair, service, safety and emergency equipment; conducts residential and commercial security checks; transports prisoners; provides information and assistance to the general public; performs traffic patrol, conducts breathalyzer tests, assists drivers of stalled or accident vehicles; may be assigned to the Criminal Investigative Division as a Detective; maintains order in crowds; watches for stolen cars or missing persons; performs a daily condition and safety check of vehicle and reports maintenance needs; and performs such other duties as may be properly assigned by the Chief of Police or shift supervisor and works overtime as required.

EMPLOYMENT STANDARDS:

Ability to demonstrate a thorough knowledge of, and effectively apply, police methods, practices and procedures, including the use of firearms and the administration of first aid; ability to read, comprehend and provide information on laws, ordinances and regulations; ability to think clearly, to analyze situations quickly and objectively, to recognize actual and potential danger, to determine and execute proper course of action; ability to observe and recall details and prepare comprehensive narrative reports pertaining to accidents or crime scene incidents; ability to communicate effectively, both orally and in writing; ability to follow specific oral and written instruction; ability to work effectively with the public and business community; ability to work effectively with fellow officers; ability to acquire within a reasonable period of time, a thorough knowledge of laws, regulations, policies and procedures applicable to law enforcement; requires physical strength and agility as well as freedom from serious physical defects that may interfere with the performance of duty.

SPECIAL REQUIREMENTS:

Minimum age of 21; must be a citizen of the United States; must possess or be able to obtain a valid Oklahoma driver's license; high school diploma or GED; ability to pass an extensive background, physical and psychological examination; pass a drug and alcohol screening; and any other special requirement as may be established by the Chief of Police, the Council of Law Enforcement Education and Training, or the Oklahoma Police Pension and Retirement System.

All officers are required to obtain a minimum of 25 hours of training approved by the Council on Law Enforcement Education and Training and 2 hours of mental health training annually. All Officers are required to qualify annually with issued weapons including handguns, shotguns, rifles and tasers, as issued. All officers are required to receive legal updates, at a minimum yearly, to stay current with new and existing laws. All officers holding any specialized certifications, such as Intoxilyzer Operator, Basic or Advanced Instructor, Firearms Instructor, LEDT Instructor, Taser Instructor, etc. or any other specialized field, must attend schools for that field and maintain their certifications yearly.

Requirements

- Must be a U.S. citizen and reside within the Tulsa Metropolitan area once hired
- Must be between 21 and 45 years of age (unless a previous member of the Oklahoma Police Pension and Retirement System)
- Must possess a high school diploma or GED
- Must possess a valid driver's license
- No felony convictions nor crimes of moral turpitude
- Be of good physical and mental health
- Meet the requirements of the State Pension Board

Initial Required Documents

- Birth certificate / Proof of citizenship
- High school diploma or GED certificate
- Copy of current valid driver's license
- If applicable, "Honorable" military discharge or DD-214

DISQUALIFIERS

Federal Law

- Applicant has been convicted in any court of a crime punishable by imprisonment for a term exceeding one year.
- Applicant is a fugitive from justice.
- Applicant is an unlawful user of or addicted to any controlled substance.
- Applicant has been adjudicated as a mental defective or who has been committed to a mental institution.

- Applicant, being an alien, is illegally or unlawfully in the United States; or has been admitted to the United States under a nonimmigrant visa.
- Applicant has been discharged from the Armed Forces under less than honorable conditions.
- Applicant, having once been a citizen of the United States, has renounced their citizenship.
- Applicant is subject to a court order that restrains the applicant from harassing, stalking or threatening an intimate partner or child of an intimate partner.
- Applicant has been convicted in any court of a misdemeanor crime of domestic violence.

State Law

- Applicant has a FBI or OSBI record of a conviction of a felony, a crime of moral turpitude or domestic violence.
- Applicant has received a verdict of guilt or entered a plea of *nolo contendere* or is participating in a deferred sentence, for a felony, a crime of moral turpitude or a domestic violence offense.
- Applicant is subject to an order of the Council on Law Enforcement Education and Training (CLEET) revoking, suspending or accepting a voluntary surrender of their peace officer certification.
- Applicant has voluntarily surrendered and relinquished their peace officer certification to CLEET within (5) five years of the date of this application.
- Applicant has had their police or peace officer certification from another state revoked or voluntarily surrendered within (5) five years of the date of this application.
- A licensed psychologist by the State of Oklahoma within one year of application has found applicant unsuitable for employment or certification.
- Applicant does not possess a high school diploma or GED equivalency certificate.
- Applicant is under 21 years of age or over 45 years of age prior to certification as an officer.
- Applicant cannot provide proof of United States citizenship or resident alien status.

How to become a Glenpool Police Officer

The Glenpool Police Department offers rewarding careers to men and women interested in becoming Police Officers. The goal of the Glenpool Police Department is to select the best possible applicants for employment. Therefore, successful completion and advancement through the application process is based on ability and competition with other applicants. The Glenpool Police Department currently does not accept lateral transfers. Academic degrees are not required for appointment.

How to Apply

Interested applicants should download this application packet and mail, fax or return in person the completed application, forms, a copy of your valid state drivers license, certified copy of your high school diploma or GED, a certified copy of your birth certificate and if applicable Honorable military discharge or DD-214 to the address above or fax or email to:

Mail: City of Glenpool
HR Director
12205 S. Yukon Ave.
Glenpool, OK 74033

Fax: City of Glenpool
HR Director
(918)209-4641

Hand-Deliver: Glenpool City Hall/Conference Center
3rd Floor – HR Director
12205 S. Yukon Avenue
Glenpool, OK 74033

Email: dpengelly@cityofglenpool.com

You will be contacted via email when your application is received. Current telephone and email contacts are essential. Application packets must be received by the HR Director, no later than 5:00 P.M. on Wednesday, February 28, 2018.

**Official Waiver of Liability and Release of All Claims
Physical Test for Safe Participation**

Instructions: Please read this form carefully and completely. Then sign and date the form at the bottom.

I declare and represent that I am now in good health, that I am familiar with and understand the nature of the Physical Test for Safe Participation, that I am physically and medically fit to participate in the test, and that my personal attire is safe and fit for participation in the test. I personally assume any and all risks of injury with respect to all matters pertaining to my participation in the test, including death, damage, or loss that I may sustain as a result of participating in any activities associated with the test.

I hereby consent and agree to all of the following terms and conditions;

Acknowledgment of Risk: As a participant in the Physical Test for Safe Participation, I recognize and acknowledge that there are certain risks of physical injury. I agree to assume the full risk of any injury, including death, damage or loss which I may sustain as a result of participating in any and all activities connected with or associated with the test.

Waiver of Liability and Release of All Claims: I do hereby for myself, heirs, executors and administrators, and other parties claiming under or through me, fully waive, relinquish, release, and forever quit-claim and discharge the City of Glenpool and all of its elected officials, trainers, officers, agents, employees, servants, monitors, and examiners from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related in any way to any loss, damage, or injury (including death) that may be sustained by me while participating in the Physical Test for Safe Participation, or upon the premises where the test is being conducted, whether the loss, damage, injury, or death results from the negligence of the City of Glenpool or its elected officials, trainers, officers, agents, employees, servants, monitors, or examiners, or is otherwise caused.

Indemnify and Defense: I do hereby agree, for myself, heirs, executors, and administrators, and other parties claiming under or through me, to indemnify and hold harmless and defend the City of Glenpool and its elected officials, trainers, officers, agents, employees, servants, monitors, and examiners from any and all claims, suits or demands, actions, or causes of action whatsoever arising out of or related in any way to loss, damage or injury (including death) that may be sustained by me while participating in the Physical Test for Safe Participation, or upon the premises where the test is being conducted.

Other: I understand that the test administration staff may remove me from the test if they believe I might endanger myself or be an endangerment to others.

I hereby certify and declare that I have read all of the foregoing terms, conditions, and declarations, and I fully understand and agree to them.

This form must be signed by a Notary Public to be valid.

DATED this _____ day of _____, 2018.

Applicant

Printed Name

STATE OF _____)
_____)
COUNTY OF _____)

Subscribed and sworn to before me this _____ day of _____, 2018.

My Commission Expires:

Notary Public

Selection Process

Phase 1: Initial Application

Phase 2: Physical Ability Test

Applicants will participate in a series of strength, agility and mobility timed exercises. Failure to achieve the required fitness level will result in disqualification from further processing at that time. Applicants will also be required to sign a Waiver of Liability and Release of All Claims prior to testing. The Pass/Fail course must be properly and successfully completed in a time limit of two minutes forty-five seconds (02:45). The physical fitness course standards are universal. There is no deviation in regard to sex, age or weight. It is highly recommended that applicants dress appropriately with athletic attire.

Important Information about the Test

The Physical Ability Test consists of a series of events designed to simulate various police related activities. A series of obstacles and tasks have been assembled to create a comprehensive assessment of the physical abilities necessary to perform various functions as a police officer. The following points should help you to familiarize yourself with what will take place on the day of the Physical Ability Test.

- Timing of the testing components is to begin at the starting line. All testing components must be completed in a series. There are no breaks as this is a continuous timed event. Timing ends with the final event, completion of the weight drag.
- During the sequence of timed events, applicants will be permitted to run, walk or rest between testing components if they so choose.
- Prior to the actual examination, a test administrator will give an orientation and walk-through. Applicants will not be allowed to touch any of the equipment of the course. Applicants will be given a demonstration of each of the test components. The candidates may ask questions about the administrative guidelines governing each component.
- Two test administrators will time candidates as they proceed through the test stations. An additional administrator should guide the candidate throughout the course or an administrator will be posted at each component.
- The Physical Ability Test has been constructed in an indoor facility.
- The total length of the course is 1,038 feet or 346 yards.

Test Description

The Physical Ability Test is as follows:

1. Run
2. Left Shuffle
3. Right Shuffle
4. Backward Shuffle
5. Stomach Crawl
6. 5' Wall Climb
7. Obstacle Weave (8 cones 10 feet apart, offset by 2 feet)
8. Firearms Drill
9. Weight Drag (Approximately 140 pounds)

Physical Ability Test - Start of Test

The applicant will begin the PAT behind the start line in the standing position. Upon the signal to begin the applicant must begin running a complete lap around the perimeter of the facility staying to the outside of the marked course. Upon completion of the initial lap the applicant will proceed to the foot shuffle station.

Foot Shuffle Station

Stage – 1; Upon entering the foot shuffle station the applicant will perform a step and slide maneuver to the left (step in a sideways motion with left foot and slide right foot along ground following the step) for a distance of thirty (30) feet.

Stage – 2; Upon completing Stage 1 the applicant will turn ninety (90) degrees to the left and begin a step and slide maneuver to the right (step in a sideways motion with the right foot and slide the left foot along the ground following the step) for a distance of thirty (30) feet.

Stage – 3; Upon completing Stage 2 the applicant will shuffle their feet side-by-side moving in a backwards motion for a distance of thirty (30) feet completing this station and then continuing on to the stomach crawl station.

Stomach Crawl

Upon entering the stomach crawl station the applicant must lay face down on the ground behind the designated start line and pull them-selves along the ground using only upper body extremities for a distance of thirty (30) feet crossing a finish line with their entire body before proceeding to the five foot wall station.

Five Foot Wall

Upon entering the five foot wall station the applicant will be required to scale the wall located in front of them. Should an applicant fail on the first attempt they will be required to return to the start of the station for a second attempt. Should an applicant fail on the second attempt they will be allowed to go around the station incurring a thirty (30) second penalty assessed to the end of the course completion time. Once the station has been cleared the applicant will proceed to the obstacle weave station.

Obstacle Weave Station

Upon entering the obstacle weave station the applicant is required to pass in and out of the coned area following directional arrows guiding the applicant to the firearms dry-fire station.

Firearms Dry-Fire Station

Upon reaching the firearms dry-fire station the applicant will:

Handgun: Retrieve from the table a duty issued pistol in the locked back position.

Grab the back of the slide and release the slide forward.

They will then dry-fire the pistol in the direction of a posted target.

This procedure will be repeated five more times for a total of six dry-fires.

The applicant will place the pistol back on the table and retrieve a department issued shotgun.

Shotgun: Applicant will shoulder the shotgun aiming it towards the posted target and slide the action forward.

Applicant will dry-fire the shotgun and then slide the action back and forward again dry-firing at the target.

Applicant will slide the action back and forward again but then drop to one knee of their choice and dry-fire the weapon at the target.

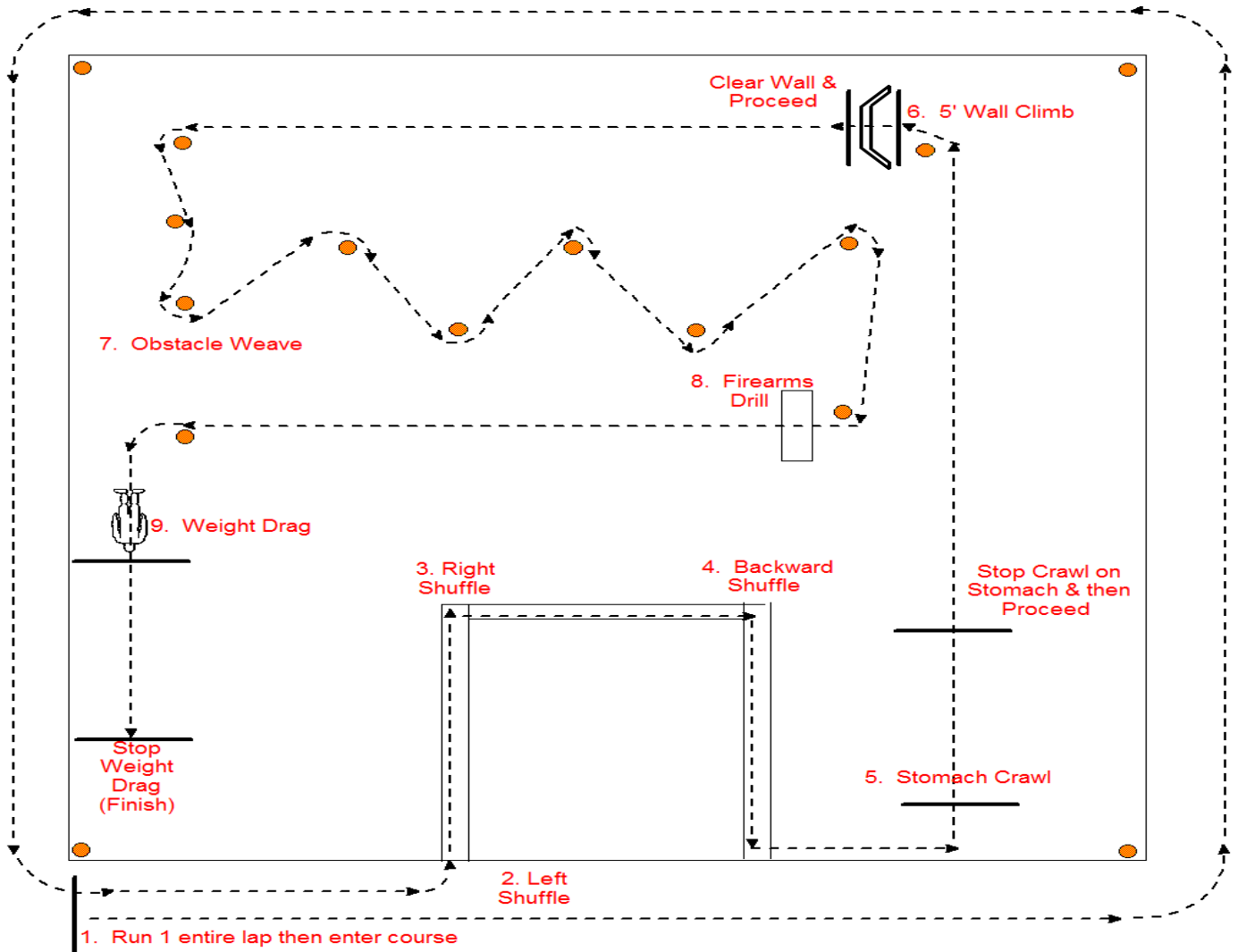
Remaining in the kneeling position, applicant will work the action and dry-fire two more times, for a total of five (5) times with the shotgun.

Upon completing the fifth dry-fire sequence the applicant will stand, place the shotgun on the table and proceed to the weighted drag station.

Weighted Drag Station (Dummy Drag)

Upon reaching the weighted drag station the applicant must grab the dummy under the arms and pull it thirty (30) feet to the end of the course. The dummy weighs approximately 140 pounds and must cross the finish line completely for the applicant's time to stop.

**GPD Physical Agility Course
(08/13)**



#	Test Component	Distance to Component (in feet)	Distance of Component (in feet)	Total Distance (in feet)
1	Run	0	488	488
2	Left Shuffle	30	30	60
3	Right Shuffle	0	30	30
4	Backward Shuffle	0	30	30
5	Stomach Crawl	25	30	55
6	5' Wall Climb	100	15	115
7	Obstacle Weave (8 cones 10 feet apart, offset by 2 feet)	45	125	170
8	Firearms Drill	0	0	0
9	Weight Drag (approximately 140 lbs)	60	30	90
	Total Distance (in feet)	260	778	1,038

PHYSICIAN RELEASE

Patient's Name: _____

I CERTIFY THAT I HAVE READ THE GLENPOOL POLICE DEPARTMENT'S DESCRIPTIONS OF THE ACTIVITIES FOR WHICH MY PATIENT WILL BE INVOLVED. I UNDERSTAND THAT HE/SHE WILL BE ENGAGED IN THE HIGHLY STRESSFUL AND RIGOROUS ACTIVITIES OF LAW ENFORCEMENT TESTING. THE APLICANT NAMED ABOVE IS MY PATIENT AND I AM FAMILIAR WITH HIS/HER MEDICAL CONDITIONS AND PHYSICAL CAPABILITIES.

BASED ON MY KNOWLEDGE AND EVALUATION OF _____, I CERTIFY THAT;

_____ **There are no contraindications** to the individual being capable of performing essential physical tasks. The applicant named above **is** physically qualified and capable of performing all of the physical tasks pertaining to law enforcement testing.

_____ **There are contraindications** to the individual and it is not recommended that the individual participate. The applicant named above **is not** physically qualified and capable of performing all of the above physical tasks pertaining to law enforcement testing.

Printed Name of Treating Physician

Signature of Treating Physician

Date

Physician Contact Phone

Phase 3: Written Examination

After successfully completing Phase 1 applicants will submit to a written Police Officer Selection Test (POST). The time limit for the Phase 2 is two (2) hours. Calculators and other electronic devices are not allowed to be used during testing. The POST written examinations will be graded and applicants will be notified of their scores. Phase 2 testing will be conducted at the Glenpool Conference Center located at 12205 S. Yukon Avenue, Glenpool, Oklahoma 74033. The doors will be locked and testing will begin promptly at 1:00 P.M. No one will be admitted late. Failure to take the POST will disqualify the applicant.

Phase 4: Administrative Police Oral Board

After successfully completing Phase 3 applicants will be notified of the date, time and location and will submit to an Administrative Police Oral Interview Board. The oral examination will consist of up to 16 questions in rubric form. Applicants' answers will be ranked on the following scale:

1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Excellent

The scores from Phase 2 and Phase 3 will be combined and applicants will be ranked. Applicants will be notified of their ranking and will be required to complete a Background Investigation Book.

Phase 5: Background Investigation

In addition to the previously submitted documents, A Personal History Statement packet will require applicants to submit copies of the following as applicable:

- Copy of your Social Security Card
- Original certified copy of your Certificate of Live Birth (No copies)
- Copy of your valid driver's license
- Copy of your High School diploma or GED certificate
- Sealed original certified copy of all your college transcript(s), if applicable (No copies)
- Copy of your college diploma(s) if applicable
- Copy of your Peace Officer Certification from your respective State, if applicable
- Copy of your State peace officer license and any and all training certificates awarded to you, if applicable
- Copy of DD-214, if applicable
- Original certified copy of your Naturalization papers, if applicable (No copies)
- A recent passport style (head and shoulders only) color photograph
- Photocopy of passport, if applicable

Applicants will also be required to sign Consent to Release Information and Release from Liability form. Applicants will then submit the Personal History Statement, Release form, along with the above documents, in person to the Glenpool Police Department or mail them to the following address:

**Glenpool Police Department
Attn: Recruiting
12205 S. Yukon Ave.
Glenpool, OK 74033**

Phase 6: Office of the Police Chief and City Manager Interview

Applicants successfully completing Phase 4 will be contacted and will have an interview with the Chief of Police, or his designee, and the City Manager, or his designee. After interviewing all applicants, the Chief of Police and City Manager will choose applicants to receive a conditional job offer of employment pending successful completion of Phase 7.

Phase 7: Medical Test, Drug & Alcohol Screening and Psychological Evaluation

Applicants successfully completing Phase 6 will undergo a medical examination, drug and alcohol testing and will take a psychological examination, the Minnesota Multiphastic Personality Inventory (MMPI).

Medical Examination – Applicants must submit to the Oklahoma Police Pension and Retirement System physical.

Drug & Alcohol Screening – All external applicants must undergo a drug and alcohol screening. Refusal to undergo the test, or a confirmed positive test, shall result in a withdrawal of a conditional offer of employment.

Psychological Evaluation – Applicants will be evaluated for psychological stability. Applicants will undergo a comprehensive evaluation including the MMPI by a trained psychologist.

Applicants completing Phase 7 will be contacted and notice given of an employment start date as an Officer in Training (OIT).

City of Glenpool Police Officer Pay & Benefits Package

Fiscal Year 2017-2018

Police Officer Step-1 Pay Rate:	\$18.60 Hourly	\$38,688.00 Annually
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Fraternal Order of Police:

The bargaining unit for all commissioned personnel is the Fraternal Order of Police (FOP). The FOP and the City of Glenpool conduct yearly contract negotiations. The benefits, salaries and other working conditions that follow are not meant to be all-inclusive. Instead, they are intended to give potential applicants an idea of the benefits available under the Collective Bargaining Agreement between the FOP and City of Glenpool.

Benefits Summary:

- Sick leave is accrued at a rate of (1) one working day per month.
- Vacation leave is accrued annually as follows:
 - 1-5 years of service = 10 shifts per year
 - 6-10 years of service = 15 shifts per year
 - 11 years + = 20 shifts per year
- 12 paid holiday days
- Compensation Pay
- Group health and dental insurance
- Life insurance
- Education Incentive Pay
- Longevity Pay
- Retirement
- Uniform/Equipment Allowance
- Certification Incentive Pay
- Overtime opportunities
- Shift Differential Pay
- Employee Assistance Program
- Direct Deposit

Current Shifts:

- Day Shift 06:45 AM – 14:45 PM
- Evening Shift 14:45 PM – 22:45 PM
- Midnight Shift 22:45 PM – 06:45 AM

The City of Glenpool is an equal opportunity employer.

CITY OF GLENPOOL

APPLICATION FOR EMPLOYMENT

Positions(s) Applied For:	Date of Application:
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How Did you Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative:	<input type="checkbox"/> Other:

Last Name:	First Name:	Middle Name:	
Street Address	City	State	Zip
Home Phone:	Social Security Number:		
Cell Phone:			

If you are under 18 years of age, can you provide required proof of your eligibility to work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever filled out an application with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, give date:
Have you ever been employed with us before?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If Yes, give date:
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Proof of citizenship or immigration status will be required upon employment.</i>	
On what date would you be available to work?	
Are you available to work:	
<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time
<input type="checkbox"/> Shift Work	<input type="checkbox"/> Temporary
Are you currently on "lay-off" status and subject to recall?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you travel if a job requires it?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you been convicted of a felony within the last 7 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Conviction will not necessarily disqualify an applicant from employment.</i>	
If Yes, please explain:	

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related duties, military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:			
Phone Number(s)	Hourly Rate/Salary		
	Starting:	Final:	
Job Title	Supervisor		
Reason for leaving:			

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:			
Phone Number(s)	Hourly Rate/Salary		
	Starting:	Final:	
Job Title	Supervisor		
Reason for leaving:			

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:			
Phone Number(s)	Hourly Rate/Salary		
	Starting:	Final:	
Job Title	Supervisor		
Reason for leaving:			

Employer:	Dates Employed		Work Performed
	From:	To:	
Address:			
Phone Number(s)	Hourly Rate/Salary		
	Starting:	Final:	
Job Title	Supervisor		
Reason for leaving:			

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Applicant's Statement

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange for Interview		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of Interview:	Time of Interview:	Interviewer:	
Remarks:			
Employed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, Hire Date:
Job Title:	Hourly Rate/Salary:	Department:	

Notes:

Additional Information

Other Qualifications – Summarize special job-related skills and qualifications acquired from employment or other experience:

Specialized Skills: Check skills/Equipment Operated

<input type="checkbox"/> CRT	<input type="checkbox"/> Fax	Production/Mobile Machinery (list):	Other (list):
<input type="checkbox"/> PC	<input type="checkbox"/> Lotus 1-2-3		
<input type="checkbox"/> Calculator	<input type="checkbox"/> PBX System		
<input type="checkbox"/> Typewriter	<input type="checkbox"/> WordPerfect		
<input type="checkbox"/> Windows	<input type="checkbox"/> Microsoft Office		

State any additional information you feel may be helpful to us in considering your application.

References:

1	Name:			
Street Address		City	State	Zip
Home Phone:		Cell Phone:		
2	Name:			
Street Address		City	State	Zip
Home Phone:		Cell Phone:		
3	Name:			
Street Address		City	State	Zip
Home Phone:		Cell Phone:		

FOR PERSONNEL DEPARTMENT USE ONLY

Position(s) Applied For is Open: Yes No

Position(s) Considered For:

Date:

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.