

GRAND RIVER DAM AUTHORITY

[An Equal Employment Opportunity Employer]

► **Return to:** Human Resources 226 W Dwain Willis Ave. Vinita, OK 74301 Phone (918) 256-5545 www.grda.com ◀

A. INSTRUCTIONS – Read Carefully

This is an application for employment with this state agency only.

This application will stay on file in this office for a minimum of two (2) years. It will be used as a reference point and will be copied for supervisors to review prior to any scheduled interviews. Therefore, you need only submit one (1) application to this office. Additional sheets may be attached if necessary.

Print or type all information. Answer ALL questions completely.

If you require special arrangements in the application process due to a disability, please contact the Grand River Dam Authority Human Resources to make arrangements at (918) 256-5545.

Offers of employment are contingent upon successfully passing a pre-employment drug test and physical.

If you get a state job, your complete file is open to public inspection.

All information is subject to investigation and verification. Also, a personal background investigation, including any civilian or military court records, may be conducted.

With this application, a person agrees to Grand River Dam Authority and the state's overtime pay policy.

NOTE: Completion of this application does not substitute for applying through the merit system open-competitive process. Such application must be submitted to the Oklahoma Office of Personnel Management

JOB TITLE OR TYPE OF WORK DESIRED: _____

B. APPLICANT INFORMATION

SOCIAL SECURITY NUMBER:

DATE AVAILABLE FOR EMPLOYMENT:

Mo. Day Yr.

Are you now a state employee?

(Y or N)

LAST NAME:

FIRST NAME:

MI:

SUFFIX:

(Jr. Sr. III)

MAILING ADDRESS:

Street or P.O. Box

City

State

Zip + 4

PHONE NUMBERS: (Include area codes)

Home

Cell

Message

Are you related to any employee of this agency? _____ (Y or N) If yes, give their name(s) and relationship.

Name of employee(s):

Relationship to applicant:

Have you ever been convicted of any offense other than minor traffic violations? _____ (Y or N) If yes, please explain below:
(Convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements)

Indicate the conditions under which you will accept a position: (X, all that apply)

Full-Time: Part-Time: Temporary: Shift work: Travel:

Have you ever been fired? _____ (Y or N). If yes, please explain: _____

B. EDUCATIONAL BACKGROUND

Are you a high school graduate or have you passed a general education development (GED) test? ? _____ (Y or N)

List **colleges, universities or professional schools** attended. (Transcripts may be required)

School Name Location	From Month/Year	To Month/Year	Major/Minor or Course of Study	Hours Completed	Degree	Date Completed

List any other job-related training or course work: (**vocational, trade, governmental, business, Armed Forces, etc.**)

School Name Location	From Month/Year	To Month/Year	Major/Minor or Course of Study	Hours Completed	Degree	Date Completed

Grand River Dam Authority will remove this section

VOLUNTARY APPLICANT SURVEY – The information requested will be used to assist GRDA in complying with state and federal record keeping and reporting requirements regarding affirmative action. For affirmative action purposes, state law requires any person who lists American Indian as his/her race or ethnic group to verify tribal affiliation by providing a CDIB card. **Do not** turn this verification in with this employment application. It should be turned in within thirty days of appointment. Please provide accurate information.

Your cooperation is important and appreciated.

Sex: _____ (M or F)

How did you here about this position? _____

Race or Ethnic Group (Check only one):

- Black (not of Hispanic origin)
 Asian or Pacific Islander
 American Indian or Alaskan Native

- Hispanic (Mexican, Puerto Rican, Cuban Central or South American or other Spanish culture or origin, regardless of race)
 White (not of Hispanic origin)

List **job-related licensure, registration or certification** (teacher certification, trade licensure, engineering licensure, C.P.A.)

License, Registration or Certification	Number	Date Received	Expiration Date	Licensing Agency or Board

C. EMPLOYMENT HISTORY

Describe your work experience in detail, beginning with your current or most recent job. List each promotion or transfer as a separate job, even if they were with the same employer. If needed, attach additional copies of this page. All information in this section must be completed. Resumes may be attached in lieu of filling out this section, as long as it contains the information required below. Employers and supervisors may be contacted regarding your work experience.

1. Employer's Name and Address:		Exact Title of Your Position:		From: (mm/dd/yy)
Duties: (Be specific)				To: (mm/dd/yy)
				Avg. Hours per Week
Number and Occupation of Employees You Supervised:		Supervisor's Name and Title:		Reason for Leaving:

2. Employer's Name and Address:		Exact Title of Your Position:		From: (mm/dd/yy)
Duties: (Be specific)				To: (mm/dd/yy)
				Avg. Hours per Week
Number and Occupation of Employees You Supervised:		Supervisor's Name and Title:		Reason for Leaving:

3. Employer's Name and Address:		Exact Title of Your Position:		From: (mm/dd/yy)
Duties: (Be specific)				To: (mm/dd/yy)
				Avg. Hours per Week
Number and Occupation of Employees You Supervised:		Supervisor's Name and Title:		Reason for Leaving:

4. Employer's Name and Address:		Exact Title of Your Position:		From: (mm/dd/yy)
Duties: (Be specific)				To: (mm/dd/yy)
				Avg. Hours per Week
Number and Occupation of Employees You Supervised:		Supervisor's Name and Title:		Reason for Leaving:

STATEMENT OF CERTIFICATION: By signing this application I certify that the facts contained in this application are true and complete to the best of my knowledge. I understand that if I become employed, falsified statements on this application may be grounds for dismissal. I authorize investigation of all statements and information contained herein. Specifically, I authorize Grand River Dam Authority to make all necessary and appropriate investigations allowable by law to verify the information provided. I understand that if I am hired I will be required to produce proof that I have a legal right to work in the U.S.A. in accordance with the IRCA of 1986.

Sign Your Name Here
(Must have original signature; copies will not be accepted.)

Today's date