

OSAGE COUNTY  
P.O. Box 87; 600 Grandview Ave.  
Pawhuska, OK 74056

EMPLOYMENT APPLICATION

**NOTICE TO ALL APPLICANTS:** It is the policy of Osage County to provide equal opportunities for employment, retention, transfer and reassignment, advancement, and rehire of all persons regardless of age, race, color, creed, national origin, political affiliation, religion, physical/mental disability, genetic information, or gender. Osage County is a drug-free workplace. Candidates offered employment are required to pass a drug and/or alcohol test before beginning employment. In addition, employees in certain positions are subject to random drug testing.

Date: \_\_\_\_\_

**PERSONAL DATA:**

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Permanent Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Telephone Number: \_\_\_\_\_

**EMPLOYMENT PREFERENCE:**

\_\_\_\_\_ Full-Time          \_\_\_\_\_ Part-Time          \_\_\_\_\_ Temporary

**POSITION APPLYING FOR:**

Courthouse: \_\_\_\_\_ Administrative/Clerical          \_\_\_\_\_ Other (Be Specific) \_\_\_\_\_  
District Barn: \_\_\_\_\_ Equipment Operator          \_\_\_\_\_ Truck Driver          \_\_\_\_\_ Other (Be Specific) \_\_\_\_\_  
Sheriff's Dept: \_\_\_\_\_ Deputy          \_\_\_\_\_ Jailor          \_\_\_\_\_ Other (Be Specific) \_\_\_\_\_

**GENERAL INFORMATION:**

Have you ever been employed with Osage County?          \_\_\_\_\_ Yes          \_\_\_\_\_ No

Are you currently employed or under contract:          \_\_\_\_\_ Yes          \_\_\_\_\_ No

On what date would you be available for employment? \_\_\_\_\_

Oklahoma has a nepotism law which prohibits hiring any person who is related by blood or marriage to the third degree. Do you have a relative who is currently employed by Osage County \_\_\_\_\_ Yes          \_\_\_\_\_ No  
Please explain: \_\_\_\_\_

An I-9 is required of all employees to determine eligibility to work in the United States. In addition, if you are under 18 years of age, can you provide proof of your eligibility to work? \_\_\_\_\_ Yes          \_\_\_\_\_ No  
(Verification will be required and failure to furnish documentation will be cause for separation)

Do you have the ability with or without reasonable accommodations to perform the job-related functions of the job applied for? \_\_\_\_\_ Yes          \_\_\_\_\_ No



**Clerical Applicants:**

Clerical Skills/Computer Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES: (List three persons not related to you, whom you have known at least one year)

\_\_\_\_\_  
(Name) (Address) (Occupation) (Yrs. Acquainted) (Phone Number)

\_\_\_\_\_  
(Name) (Address) (Occupation) (Yrs. Acquainted) (Phone Number)

\_\_\_\_\_  
(Name) (Address) (Occupation) (Yrs. Acquainted) (Phone Number)

**NOTICE TO APPLICANT:**

If employed, I understand and agree that such employment may be terminated at any time for any reason not prohibited by law and without any liability to me for any continuation of salary, wages, or employment related benefits (not required by law).

I certify to the best of my knowledge the facts set forth in my application are accurate and complete.

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Date

Please Note: Completion of this application DOES NOT GUARANTEE AN INTERVIEW OR EMPLOYMENT with Osage County. Your application will be placed in an active file for one year from the date completed. We will need to be notified of any changes on the application throughout the year.

**OSAGE COUNTY  
AUTHORIZATION TO RELEASE INFORMATION FOR EMPLOYMENT**

**THIS FORM MUST BE SIGNED & NOTARIZED & ATTACHED TO YOUR COMPLETED APPLICATION**

Applicant's Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

To whom it may concern,

I am an applicant for employment with Osage County. This agency needs to thoroughly investigate my background and personal history to evaluate my qualifications to hold the position for which I applied. It is in the public's interest that all relevant information concerning my personal and employment history be disclosed to the above agency. Additional background information may be requested for specific positions.

I hereby request and authorize you to release to Osage County any and all information or records concerning me, my background and personal history, my employment, education, military service, or criminal history. The intent of this authorization is to give my consent for full and complete disclosure of any and all information or records, including photocopies, whether private, public, confidential, or privileged, and to include the contents of investigatory files, evaluations, or ratings complaints or grievances filed against me.

A photocopy or FAX copy of this release form will be valid as an original thereof, even though the said photocopy or FAX copy does not contain an original writing of my signature.

I agree to indemnify and hold harmless any person to whom this request is presented and his agents and employees from and against all claims, damages, losses and expenses, arising out of or by reason of complying with this request.

Failure to release the information requested may result in the discontinuance of the background investigation and the processing of my application.

For and in consideration of Osage County acceptance and processing of my application for employment, I agree to hold the Agency, its agents and employees harmless from any and all claims and liability associated with my application for employment or in any way connected with the decision whether or not to employ me. I understand that should information of a serious criminal nature surface as a result of this investigation, such information may be turned over to the proper authorities.

This authorization is valid for one (1) year from the date of my signature.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
Notary Public  
My Commission expires: \_\_\_\_\_