

Oklahoma Life Skills Association

Special Kids

Application for Equal Opportunity Employment

To be sure that your application receives full consideration, you must fill it in completely and accurately. Applications are considered active for 30 days from the date they are filed. After 30 days, the applications are retired to an inactive file and held in an inactive status for a period of time required by law. It is the policy of OLSA to provide employment and all conditions of employment without regard to race, color, religion, national origin, sex, age, ancestry, sexual orientation, and to qualified individuals with disabilities.

Name: _____ Date of Birth _____

Address: _____ Phone (s) _____

City: _____ Zip: _____

Positions Applying For: _____ Date of Application: _____

Date of Birth: _____ Social Security Number: _____ - _____ - _____

How did you hear about jobs at OLSA: Newspaper Internet Flyer Career Center

Friend, if so, who _____ Other _____

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodation? yes no. If not, describe the functions that cannot be performed?

I am at least (check highest applicable) _____ 16 (by summer of application) _____ 18 years old or older.

EDUCATIONAL BACKGROUND

Name of High School: _____ State: _____ Graduate? Yes: _____ No: _____ GED: _____

College: _____

College: _____

Technical: _____

Graduate School: _____

Honors/Awards: _____

EARLY CHILDHOOD EDUCATION/SPECIAL NEEDS

Name Date issued Expiration date

Certificates: _____

EMPLOYMENT EXPERIENCE

Please list work experiences starting with most recent. Be sure to include paid and volunteer work with children/youth.

1. Employer: _____ Phone: _____ Dates: _____
Supervisor: _____ Position/responsibilities _____

2. Employer: _____ Phone: _____ Dates: _____
Supervisor: _____ Position/responsibilities _____

3. Employer: _____ Phone: _____ Dates: _____
Supervisor: _____ Position/responsibilities _____

REFERENCES

Please list people (not friends or relatives) who have knowledge of your background/experience with children or in leadership.

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

Please feel free to attach a resume and any additional information you would like to say about yourself in application for this position

Have you ever been convicted of a felony? Yes ___ No ___ If yes, state the nature of the crime(s), when and where convicted and the disposition of the case:

(Note: no applicant will be denied employment on the grounds of conviction of a criminal offense. The nature of the offense, the date, and the surrounding circumstances and relevance of the offense to the position(s) applied for may, however, be considered)

By my signature below I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge and authorize OLSA to thoroughly investigate my references and authorize my former employers to disclose to OLSA any information related to my work record. I hereby release OLSA from any/all liability of whatever kind and nature which, at any time, could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omission of fact called for on this application shall be considered sufficient basis for dismissal. I understand that should an employment offer be extended to me and accepted that I will fully adhere to the policies, rules and regulations of employment of the Employer. However, I further understand that neither the policies, rules, regulations of employment or anything said during the interview process shall be deemed to constitute the terms of an implied employment contract. I understand that any employment offered is for an indefinite duration and is at will. I further understand that the Employer may terminate my employment at any time with or without notice or cause. I understand that satisfactorily passing a criminal background check is required prior to employment. For the safety of our current and future employees, we intend for this to be a drug-free workplace. Alcohol and/or drug testing may be undertaken at any time by OLSA/Special Kids.

Applicant's Signature _____ date _____

For Office Use Only

Interview: _____ Comments: _____ Ref. Check: _____

Hire: Position: _____ Rate: _____ Dates: _____ Hours: _____

Add'l Training: Yes / No Cert.: Required / Optional CPR/1st Aide ELCCT