



Kiamichi Technology Centers

APPLICATION FOR EMPLOYMENT KIAMICHI TECHNOLOGY CENTER

Last Name

First Name

Middle Name

Position Applied For: _____

Locations:

	Administrative Office P.O. Box 548 Wilburton, OK 74578 888-567-6807 or (918) 465-2323	
McAlester Campus 301 Kiamichi Drive McAlester, OK 74502 888-567-6630	Poteau Campus P.O. Box 825 Poteau, OK 74953 888-567-6632	Hugo Campus P.O. Box 699 Hugo, OK 74743 888-567-6641
Talihina Campus 13739 SE 202 nd Rd. Talihina, OK 74571 888-567-6643	Atoka Campus P.O. Box 240 Atoka, OK 74525 888-567-6645	Spiro Annex 610 SW 3 rd Spiro, OK 74959 888-567-6646
McCurtain Co. Campus 3205 Lincoln Rd. NE Idabel, OK 74745 888-567-6724	Haskell Co. Campus 1410 Old Military Rd. Stigler, OK 74462 888-567-6805	Bryan Co. Campus 810 Waldron Road Durant, OK 74702 888-567-6806
	Antlers Annex P.O. Box 70 Antlers, OK 74523 580-298-6354	

PLEASE NOTE

In order that your application may be properly evaluated, it is essential that all of the questions be answered as carefully and completely as possible. If you need more space for your answers, please attach a separate sheet. You may also furnish a letter of interest and/or resumé.

Kiamichi Technology Center, in Compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, does not discriminate on the basis of race, color, national origin, sex/ gender, religion, age, qualified disability, or veteran status in its educational programs and activities. This includes but is not limited to admissions, educational services, financial aid and employment.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

PLEASE PRINT

EMPLOYMENT DESIRED

Specific position _____
 Briefly state reason for interest in employment with Kiamichi Technology Center _____

 How were you referred to Kiamichi Technology Center? _____
 Have you previously applied for employment with Kiamichi Technology Center? _____ Mo. _____ Year _____
 What are your salary requirements? _____ Date available for work _____

PERSONAL DATA

Name _____ Are you 18 yrs. age or older? _____
First Middle Initial Last
 Present Address _____ Phone No. () _____
No. & Street City State Zip
 Permanent Address _____ Phone No. () _____
No. & Street City State Zip
 In case of emergency notify _____ Phone No. _____
 Name of all relatives in our employ if any _____
 Have you ever been convicted of a felony? _____ If YES, explain _____

 Are you legally eligible for employment in the United States? _____

EDUCATION

Name	Years Completed	Did You Graduate	Degree	Major Subject	Minor Subject
High School					
Business or Technical School					
College or University					
Graduate School					

Certificates or Licenses held _____

List any additional information including specialized skills or training you feel may be helpful to us in considering your application. _____

EMPLOYMENT HISTORY (Give Current or Last Position First)

1. Name of last employer _____ Address _____
 Type of business _____ Phone No. _____
 Name and title of supervisor _____
 to contact concerning work ability _____ Phone No. _____
 May we communicate with present employer? _____
 Employed as (starting) _____ Date _____ Rate _____
 Present position _____ Date _____ Rate _____
 Describe your work _____
 Reason for leaving _____

2. Name of employer _____ Address _____
 Type of business _____ Phone No. _____
 Name and title of supervisor _____
 to contact concerning work ability _____ Phone No. _____
 Employed as (starting) _____ Date _____ Rate _____
 Employed as (separation) _____ Date _____ Rate _____
 Describe your work _____
 Reason for leaving _____

3. Name of employer _____ Address _____
 Type of business _____ Phone No. _____
 Name and title of supervisor _____
 to contact concerning work ability _____ Phone No. _____
 Employed as (starting) _____ Date _____ Rate _____
 Employed as (separation) _____ Date _____ Rate _____
 Describe your work _____
 Reason for leaving _____

4. Name of employer _____ Address _____
 Type of business _____ Phone No. _____
 Name and title of supervisor _____
 to contact concerning work ability _____ Phone No. _____
 Employed as (starting) _____ Date _____ Rate _____
 Employed as (separation) _____ Date _____ Rate _____
 Describe your work _____
 Reason for leaving _____

ADDITIONAL DATA

Use space below and additional sheets to give any other information you desire concerning work experience, training, education, special skills, qualifications, accomplishments, etc. You may attach a letter of interest and/or resumé.

ACTIVITIES

List professional, trade, business or civic activities and offices held.

(You may exclude membership which would reveal gender, sex, race, religion, national origin, age, ancestry, disability or other protected status:)

MILITARY

Branch of Service _____ Date entered _____
Rank at discharge _____ Type of discharge or separation _____ Date _____
Major duties _____
Service schools attended _____

REFERENCES

- 1. _____ ()
(Name) Phone #

(Address)
- 2. _____ ()
(Name) Phone #

(Address)
- 3. _____ ()
(Name) Phone #

(Address)

AGREEMENT (Please Read Carefully)

I hereby affirm that all statements made herein are true and correct. I authorize Kiamichi Technology Center (herein called KTC), to conduct whatever investigation it deems necessary to confirm information given on this application and in any interview. I understand and agree that any false or misleading information given or omission of fact shall be sufficient grounds for dismissal.

I authorize and request each former employer and person, school, firm or organization given as references, to answer any and all questions that may be asked, and to give any and all information that may be sought in connection with this application. I also certify that any person, agent, school, firm or organization who may furnish such information concerning me shall not be held accountable for giving this information; and I do hereby release said person, agent, school, firm or organization from any and all liability as a result of furnishing such information.

I agree that in the event I am injured while employed by KTC, that I will accept compensation as provided by the compensation laws of the State in which such injury occurs, and waive all actions for damages.

I understand that the use of this application form does not guarantee that there are any positions available, and in no way obligates KTC.

I understand that acceptance of an offer of employment does not create a contractual obligation upon KTC to continue to employ me in the future.

Should I be employed, I agree to support the Constitution and the laws of the United State of America and the Constitution and the laws of the State of Oklahoma and abide by all policies and procedures of KTC.

I understand that KTC has a responsibility to employ only those persons who are qualified in every respect, and that, KTC avails itself of means and methods provided by the Oklahoma Legislature to assist in the selection of employees. I further understand that it is the policy of KTC to conduct a National Criminal History Records Check on every prospective employee of KTC pursuant to 70 O.S. Section 5-142 as amended.

I hereby agree and consent to a National Criminal History Records Check and understand that my submission to a National Criminal History Records Check is a condition of any future employment with KTC. I further understand that if I meet all other criteria for employment with KTC I may be employed on a temporary basis for up to sixty (60) days pending the receipt of the National Criminal History Records Check search results.

Date

Signature of Applicant (In Ink)