



Grady County Criminal Justice Authority

215 North 3rd Street
Chickasha, OK. 73018



EMPLOYMENT APPLICATION

E-mail: stephanie.mcafee@gclec.com
Website: www.gclec.com

Fax: (405) 222-5044
Human Resources: (405) 825-6063

POSITION DESIRED: _____ DATE _____

INSTRUCTIONS

Application must be typewritten or printed legibly in ink. All questions must be answered. If space provided is not sufficient for complete answers or you wish to furnish additional information, attach sheets of the same size as this application and number answers to correspond with questions. If you require special disability accommodations, notify the agency's hiring authority in advance.

PERSONAL HISTORY

1. Full Name:

Last Name	First	Middle	Nickname
Residence Address	Apt. No.	Mailing Address	Apt. No.
City	County	State	Zip Code
()	()		
Telephone Number (Home)	Work/Other	()	
E-mail Addresses		Cell	

2. Social Security Number: _____ - _____ - _____

Driver License Number: _____ State Issued: _____

3. Place of Birth:

City	County	State	Country (if not the United States)
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4. Other: List all other names you have used including circumstances and time periods you used them. For example: former name(s), alias names used, and nickname(s).

Name	Circumstance	Dates From - Mo./Yr.	Dates To - Mo./Yr.

The GCCJA is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, national origin, sex, age, handicap, marital status, religion or any other legally protected status.

5. Have you ever filed an application with us before? Yes No Dates _____
6. Have you ever been employed by us before? Yes No Dates _____
7. Are you related to anyone who has worked in law enforcement? Yes No _____
 If yes, provide name and relationship: _____
8. Have you ever had a relative work for the Grady County Sheriff's Office or GCCJA? Yes No
 If yes, provide name (and member number, if known): _____

EDUCATION/TRAINING

High School Name/Address	Dates Attended - Mo./Yr.		Years Completed	Did You Graduate?	Type of Diploma
	From	To			

College/University Name/Address	Dates Attended - Mo./Yr.		Credit Hours Earned		Did You Graduate?	Type of Degree
	From	To	Qtr.	Sem.		

Major _____ Minor _____

Other Schools (Trade, Vocational, Business, Police Academies or Military):

Name/Address	Dates Attended - Mo./Yr.		Credit Hours earned	Area of Study	Did You Graduate?	Type of Degree or Certificate
	From	To				

Describe any awards, honors, citations or other special recognition you received while attending school and positions held in school organizations:

Indicate any law enforcement education/training:

Did you receive a certificate for this training? Yes No (If yes, attach a copy)

Indicate any special skills you possess and equipment you can use which may be related to the position for which you are applying (i.e., breathalyzer, speed detection equipment, firearms, and computers):

Describe any word processing or computer skills and list all software used:

State approximate number of words per minute: Typing _____ Shorthand _____

On what date are you available for work? _____

Are you available to work? Full-Time Part-Time

Are you available to work rotating shifts, days, nights, swings and overtime? Yes No

EMPLOYMENT HISTORY

List chronologically all employment including current employment, including summer and part-time employment while attending school. All time must be accounted for. If unemployed for any length of time, indicate dates of unemployment. Please attach a separate sheet of paper for additional employment history if necessary.

1	Name of present or last employer: _____ <div style="text-align: right;">Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/></div>
Address: _____	
Your Job Title: _____ Phone Number: () - _____	
FROM: ___ / ___ / ___ TO: ___ / ___ / ___ Supervisor's Name: _____	
Duties and Responsibilities: _____ _____ _____	
Reason for Leaving: _____	

2	Name of employer: _____ <div style="text-align: right;">Part-Time <input type="checkbox"/> Full-Time <input type="checkbox"/></div>
Address: _____	
Your Job Title: _____ Phone Number: () - _____	
FROM: ___ / ___ / ___ TO: ___ / ___ / ___ Supervisor's Name: _____	
Duties and Responsibilities: _____ _____ _____	
Reason for Leaving: _____	

3 Name of employer: _____ Part-Time Full-Time

Address: _____

Your Job Title: _____ Phone Number: () _____ - _____

FROM: ___ / ___ / ___ TO: ___ / ___ / ___ Supervisor's Name: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

4 Name of employer: _____ Part-Time Full-Time

Address: _____

Your Job Title: _____ Phone Number: () _____ - _____

FROM: ___ / ___ / ___ TO: ___ / ___ / ___ Supervisor's Name: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

5 Name of employer: _____ Part-Time Full-Time

Address: _____

Your Job Title: _____ Phone Number: () _____ - _____

FROM: ___ / ___ / ___ TO: ___ / ___ / ___ Supervisor's Name: _____

Duties and Responsibilities: _____

Reason for Leaving: _____

May we contact your present employer? Yes No

Have you ever been dismissed or asked to resign? Yes No If yes, please explain: _____

Have you had any disciplinary action, to include verbal, written warnings, reprimands, suspensions and counselling's taken against you from any employment or position you have held?

Yes No If yes, please provide details. _____

Have you resigned, or left a job by mutual agreement, for any reason? Yes No If yes, please provide details.

Have you ever applied or worked with any law enforcement agencies? Yes No

If yes, please provide the following.

Agency and/or Department _____ Date Applied _____

Address (Street, City, State, Zip) _____

Position applied for: _____ Status: _____

Agency and/or Department _____ Date Applied _____

Address (Street, City, State, Zip) _____

Position applied for: _____ Status: _____

Agency and/or Department _____ Date Applied _____

Address (Street, City, State, Zip) _____

Position applied for: _____ Status: _____

Agency and/or Department _____ Date Applied _____

Address (Street, City, State, Zip) _____

Position applied for: _____ Status: _____

Do you own a business, or are you a partner or corporate officer in any business or organization not listed previously as a current or former employer? Yes No If yes, please provide name and address of business, corporation or organization and describe your relationship or position.

Have you ever performed paid or unpaid services for a law enforcement agency not listed as an employer to include extra-duty details and auxiliary? Yes No If yes, please provide name and address of business, corporation or organization and describe your relationship or position.

RESIDENCES

Actual places of residence for past 15 years - list chronologically all addresses, including residences while at school and in the military. For college or campus residences, give dormitory name, city and state. If residences in military service cannot be shown as a street address, indicate complete military unit designation and location by city and state. If a post office box, give location of post office. If any addresses listed were rentals, please provide the complex name, name of manager, and phone number below. Attach a separate sheet of paper for additional residences and landlords, if necessary.

Dates - Mo./Yr.		Apt. No.	Street Address	City	County	State	Zip
From	To						

RENTING REFERENCES

Dates - Mo./Yr.		Apt. No.	Name of Complex	Manager Name	Phone Number
From	To				

ARREST HISTORY/COURT DATA

1. Have you ever been arrested, charged or received a notice to appear for any criminal violations? Yes No
2. Have you ever been convicted of a felony or a misdemeanor? Yes No
3. To your knowledge, has any member of your family ever been arrested for other than traffic violations? Yes No
4. If yes to question #1, #2, or #3, list all such matters even if not formally charged, or no court appearance, or found not guilty, or nolo contendere to any charge for which adjudication was withheld, or the matter was settled by payment of fine or forfeiture of collateral. (Include your juvenile charges and charges which have been sealed, if any.)

Applicant	Place & Department	Charge	Court & Place	Date of Charge	Disposition
Relative's Name/ Relationship	Place & Department	Charge	Court & Place	Date of Charge	Disposition

5. Have you or your spouse ever been a plaintiff or defendant in a court action? Yes No
6. Have you ever been detained by any law enforcement officer for investigative purposes **OR** have you ever been the subject of **OR** a suspect in any criminal investigation? Yes No
7. Have you ever been fingerprinted for any reason (arrest, job application, military, etc.)? Yes No
If yes to question #5, #6 or #7, provide details. _____

DRIVING HISTORY

Do you hold or have you ever held an bus operator or chauffeur license in another state? Yes No If yes, please provide state(s), name used, driver license(s) number and approximate dates license(s) was/were held.

Have you ever received a ticket or been charged with a traffic violation? Yes No
If yes, list charge, date, and disposition.

Have you ever been denied issuance of a license or have you ever had a license suspended or revoked?

Yes No If yes, please provide complete details including reason and place.

MILITARY HISTORY

1. Have you ever served on active duty in the Armed Forces of the United States? Yes No

Branch of Service: _____ Highest Rank: _____

Service #: _____ Duty Dates: From: _____ To: _____ From: _____ To: _____

From: _____ To: _____ From: _____ To: _____

2. Are you now or have you ever been a member of the Reserve Unit or the National Guard? Yes No
If yes, state the branch of service, name and location of your unit and whether you attend drills, meetings, or camps.

3. Have you ever been tried on charges, or were you the subject of a summary court, court martial, deck court, Captain's Mast, company punishment, or any other type of disciplinary action while a member of the armed forces?

Yes No If yes, please provide details:

Date: _____ Place: _____

Nature of Offense: _____

Action Taken: _____

4. **VETERANS' PREFERENCE:** Documentation for eligibility of veterans' preference will be required at the time of application if you are claiming veterans' preference under the following circumstances:

1. A veteran with a service-connected disability who is eligible for or receiving compensation, disability retirement, or pension under public laws administered by the U.S. Department of Veterans Affairs and the Department of Defense, or
2. The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured, or forcibly detained by a foreign power, or
3. A veteran of any war who has served on active duty for 181 consecutive days or more, or who has served 180 consecutive days or more since January 31, 1955 to October 15, 1976 and August 20, 1990 to January 2, 1992 and who was honorably discharged from the Armed Forces of the United States of America if any part of such active duty was performed during a wartime era, excluding active duty for training, or
4. The un-remarried widow or widower of a veteran who died of a service-connected disability.

Have you claimed and been employed using veterans' preference since October 1, 1987? Yes No

If "yes", please give name of employer: _____

ORGANIZATION MEMBERSHIP

1. List all clubs and societies of which you are or have been a member.

Name	City & State	Former Member	Present Member List position held (describe activity)

2. Are you now or have you ever been a member of any foreign or domestic organization, association, movement, group or combination of persons which has adopted, or shows a policy of advocating or approving the commission of acts of force or violence to deny other persons their rights under the Constitution of the United States, or which seeks to alter the form of government of the United States by unconstitutional means? Yes No
3. Have you ever made a financial or other material contribution to any organization of the type described in question #2 above?
 Yes No If yes to question #2 or #3, answer question #4 and #5 also.
4. At the time of your membership, participation, or contribution, did you know of any unlawful aims of the organization?
 Yes No
5. Did you intend to promote any unlawful objectives of the organization? Yes No
 If yes to questions #2, #3, #4, or #5, explain, including name of organization and location.

BUSINESS INTERESTS & LICENSES

1. Do you or have you ever owned any stock or interest in any firm, partnership or corporation dealing wholly or partly in the sale or distribution of alcoholic beverages? Yes No
2. Are you now issued or have you ever been issued a license to engage in a business or profession? Yes No
3. Was license ever canceled, suspended or revoked? Yes No

If yes to question #1, #2, or #3, please provide details including the type of license or certificate, the agency that issued the license, effective date of license and license number.

PERSONAL REFERENCES & ACQUAINTANCES

1. Personal References: Give three (3) references (not relatives, former or present employer, fellow employees, or school teachers) who are responsible adults of reputable standing in their communities, such as property owners, business or professional men or women, who have known you well for the past five (5) years. If retired, list their former occupation. **Provide complete mailing addresses and phone numbers.**

Complete Name (and relationship to the applicant)		Home Address: _____
(Last, First, Middle)		City, State & Zip: _____
Yrs. Acq.	Occupation	Home Phone: () _____
		Business Address: _____
		City, State & Zip: _____
Complete Name		Home Address: _____
(Last, First, Middle)		City, State & Zip: _____
Yrs. Acq.	Occupation	Home Phone: () _____
		Business Address: _____
		City, State & Zip: _____
Complete Name		Home Address: _____
(Last, First, Middle)		City, State & Zip: _____
Yrs. Acq.	Occupation	Home Phone: () _____
		Business Address: _____
		City, State & Zip: _____

APPLICANT CERTIFICATION

I understand that, in submitting this application for employment or appointment, I agree to abide by the following terms and conditions:

My appointment or employment will be contingent upon the results of a complete background investigation. Any omission, falsification, misstatement or misrepresentation may disqualify me as an applicant or cause my dismissal from the Grady County Criminal Justice Authority. All statements made by me on this application are true, correct and complete, to the best of my knowledge.

I consent to a polygraph examination concerning the veracity of this information or that which is discovered as a result of the background investigation or any physical examination or drug test, if needed. My employment or appointment will be contingent upon the results of a complete drug test. I may be required to take drug tests during the term of my employment or appointment with the Grady County Criminal Justice Authority. I authorize all persons and organizations referenced in this application to furnish the Grady County Criminal Justice Authority information, personal or otherwise, regarding my ability and fitness for employment or appointment. I relieve all such parties from any and all liability for any damage that might result from furnishing such information to the Grady County Criminal Justice Authority.

I understand that this employment application shall become the property of the Grady County Criminal Justice Authority. The application and information received in response to the background investigation are public records.

If employed by, or appointed to, the Grady County Criminal Justice Authority, I accept and agree to abide by the following conditions:

I will agree to work shift work, my position may be reassigned. I will obey and abide by all directives, procedures, rules, regulations and policies issued by the Grady County Criminal Justice Authority and its official representatives. **I understand my position will require use of agency supplied equipment and/or uniform(s).**

I will maintain active telephone and/or cellular service at my residence during my period of employment with the Grady County Criminal Justice Authority. I will establish my domicile within the boundaries, as directed in the policy manual, within 180 calendar days of my employment or appointment date. Non-detention staff applicants are excluded from the residence requirements.

In the event that I am eligible for, and accumulate, overtime work hours, the Grady County Criminal Justice Authority may, at its option, adjust my work schedule, grant me compensatory time or reimburse me monetarily.

Any property or equipment issued or loaned to me by the Grady County Criminal Justice Authority shall be maintained in good repair at all times. I will report any discrepancies to my supervisor immediately. I may be required to reimburse the Grady County Criminal Justice Authority for any property or equipment that is damaged or lost through my own negligence or misconduct. If funds from the damage or loss of such property are due and owing at the termination of my employment, I agree that said funds may be deducted from my final paycheck in accordance with state and federal wage and hour laws.

I acknowledge that all property belonging to the Grady County Criminal Justice Authority, or utilized by me in the course and scope of my employment, is subject to search or inspection at any time without notice. I also agree to, and fully realize that, I have no expectation of privacy, whether subjective or objective, in the use of such property.

I understand that, if employed, I shall be required to have direct deposit into a checking or savings account.

AFFIDAVIT
(Must be notarized)

Sign in the presence of a notary.

Applicant's Signature

Date

Address

Apt. No.

City

State

Zip Code

STATE OF OKLAHOMA
COUNTY OF GRADY

The foregoing was acknowledged before me this _____ day of _____ Yr. _____

by _____, who is personally known to me or who has produced

_____ as identification and who did (did not) take an oath.

Signature of person taking acknowledgement

Printed Name

Title or Rank

PERSONAL INQUIRY WAIVER
Authority for Release of Information

TO: Concerned Person or
Authorized Representative of
Any Organization, Institution
or Repository of Records

APPLICANT'S NAME: _____

DATE OF BIRTH: _____

SOCIAL SECURITY NO.: _____

I respectfully request and authorize you to furnish the Grady County Criminal Justice Authority any and all information that you may have concerning my work record, school record, military record, reputation, criminal history, and financial and credit status. Please include any and all medical, physical and mental records or reports including all information of a confidential or privileged nature, and photostats of same, if requested. This information is to be used to assist in determining my qualifications and fitness for the position I am seeking with the Grady County Criminal Justice Authority.

I hereby release you, your organization or others from any liability or damage which may result from furnishing the information requested above.

Sign in the presence of a notary.

Applicant's Signature

Date

Address

Apt. No.

City

State

Zip Code

WAIVER
(Must be notarized)

STATE OF OKLAHOMA
COUNTY OF GRADY

The foregoing was acknowledged before me this _____ day of _____ Yr. _____

by _____, who is personally known to me or who has produced
_____ as identification and who did (did not) take an oath.

Signature of person taking acknowledgement

Printed Name

Title or Rank