

Employment Application

The HR office will notify you to verify that your application has been received.

Date: _____
 Name: _____
 Address: _____
 City, State, Zip: _____
 SS Number: _____
 Home Phone: _____
 Cell Phone: _____
 Business Phone: _____
 Positions Applied for: _____
 Salary Desired: _____



Caddo Kiowa Technology Center
 PO Box 190
 Fort Cobb, OK
 73038
 Phone: 405-643-5511
 Fax: 405-643-3014
 www.caddokiowa.com

Apart from absence for religious observance, are you available for full-time work?
 Yes No If not, what hours can you work?

Have you ever applied for employment with CKTC?
 Yes No If yes, what month/year/position?

Are you legally eligible for employment in the United States? Yes No

When will you be available to begin work? _____

Will you work overtime if asked? Yes No

CKTC Use Only

Received Date: _____

Received by: _____

Method of Delivery

E-mail Mail

Fax In Person

Education

Type of School	Name of School (include city and state)	Dates Attended	Major/Degree/Certification
High School			
College			
Tech Center			
Other			

Have you been convicted of a crime in the past ten years excluding misdemeanors and summary offenses, which has not been annulled, expunged or sealed by a court? yes no

If yes, please explain:

Do you have a drivers license? yes no State of issue: _____

Have you had any accidents in the past 3 years? yes no If yes, how many? _____

Have you had any moving violations in the past 3 years? yes no If yes, how many? _____

Previous Employment (list up to 3)

Name of employer: _____

Complete address: _____ Phone #: _____

Name of last supervisor: _____ Last job title: _____

Job duties/duties/promotions:

Dates of employment: From: _____ To: _____ Salary: _____

Reason for leaving (be specific):

May we contact your employer: yes no

Name of employer: _____

Complete address: _____ Phone #: _____

Name of last supervisor: _____ Last job title: _____

Job duties/duties/promotions:

Dates of employment: From: _____ To: _____ Salary: _____

Reason for leaving (be specific):

May we contact your employer: yes no

Name of employer: _____

Complete address: _____ Phone #: _____

Name of last supervisor: _____ Last job title: _____

Job duties/duties/promotions:

Dates of employment: From: _____ To: _____ Salary: _____

Reason for leaving (be specific):

May we contact your employer: yes no

Typing/Computer:

PC

Mac

Both

Software Applications:
(list all that apply)

Other skills:

Please list 2 references other than relatives and previous employers:

Name		
Position		
Company		
Telephone		

Use this space to add any additional information necessary to describe your full qualifications for the position which you are applying:

Applicants are subject to a background check prior to employment.

CK is a 24/7 tobacco-free facility.

Equity Statement: It is the policy of Caddo Kiowa Technology Center to provide equal opportunities without regard to race, creed, color, national origin, sex, age, qualified handicap or disabled, or veteran status in its education programs and activities. This includes, but is not limited to, admission, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Assistant Superintendent, Compliance Coordinator. The Assistant Superintendent has been designated as Compliance Coordinator to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973-ADA, Title IX of the Education Amendment of 1972, and other federal laws and regulations.



CADDO KIOWA TECHNOLOGY CENTER

Job Applicant;

Caddo Kiowa Technology Center is a federal contractor subject to the requirements Executive Order 11246 as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended, and Section 503 of the Rehabilitation Act of 1973 as amended. These laws require federal contractors to take affirmative action to avoid discrimination based on gender, national origin, color, religion or race as well as to take affirmative action to employ and advance qualified disabled and protected veterans and qualified disabled individuals. In order for us make accurate reports to the federal government on the goals of our affirmative action plan, we need to know the "status" of job applicants with regard to these demographic categories, veteran status and disability status. According to the federal regulations, the preferred method for collecting this information is through "self-identification". The form provided on the following page will be used to document your status relative to these categories should you wish to disclose them to the school. ***The provision of this data is strictly voluntary and the information collected will be used only to comply with federal regulations related to federal contractor obligations. If you choose to not provide this information, you will be subject to no adverse action with regard to the employment process at Caddo Kiowa Technology Center.***

Please include the completed form with your application when you return it to the school. If you prefer not to provide this information, please provide your name at the top and initial the bottom of this form so that we may provide the federal government with accurate records.

The information you provide to the school on this form will be kept confidential. Once you return the application to the school, this form will be removed to a separate file to be used for federal record keeping purposes only. Neither the committee reviewing the applications for qualifications nor the interview committee will have access to this information.

A written copy of the Caddo Kiowa Technology Center Affirmative Action Program is available in the Superintendent's office should you care to review it. Please call Heather Rhodes at 405.643.3233 between the hours of 8:00 am to 4:30 p.m. Monday through Friday for assistance in reviewing the plan or completing this form.

Thank you.

Dennis Ruttman
Superintendent

Caddo Kiowa Technology Center Request for Applicant Demographic Data

Position Applying For _____ Date _____

Applicant Name _____

Gender:

- Male Female

Race/Ethnicity:

- White
 Black
 American Indian
 Asian
 Hispanic/Latino
 Native Hawaiian/Pacific Islander
 Two or more races

Veteran Status

- Special Disabled Veteran - See definition on next page
 Veteran of the Vietnam Era - See definition on next page
 Other Protected Veteran - See definition on next page
 Not a qualifying Veteran as listed above

Disability Status

- Disabled NOT Disabled

My signature immediately below signifies that I understand that I have provided this information for federal compliance purposes only and that the school will not use this information for other purposes.

Applicant Signature _____

By initialling this line, I certify that I decline to provide this information. (Please sign below also). _____

Applicant Signature _____

Veteran's Status Definitions

As defined in Title 41 Chapter 61 Part 61-250.2 the following definitions apply to Veteran status:

Special Disabled Veteran means:

- i) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability:"
 - a. Rated at 30 percent or more, or
 - b. Rated at 10 or 20 percent in the case of a veteran who has been determined under 38 USC 3106 to have a serious employment handicap; or
- ii) A person who was discharged or released from active duty because of a service-connected disability.

Veteran of the Vietnam era means a veteran:

- i) Who served on active duty in the U.S. military, ground, naval or air service for a period of more than 180 days, and who was discharged or released there from with other than a dishonorable discharge, if any part of such active duty was performed:
 - a. In the Republic of Vietnam between February 28, 1961, and May 7, 1975, or
 - b. Between August 5, 1964 and May 7, 1975 in any other location; or
- ii) Who was discharged or released from active duty in the U.S. military, ground, naval or air service for a service-connected disability, if any part of such active duty was performed:
 - a. In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or
 - b. Between August 5, 1964, and May 7, 1975, in any other location.

Other protected veterans means any other veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, other than special disabled veterans or veterans of the Vietnam era.