

**APPLICATION FOR EMPLOYMENT**

**7403 North Kelley Avenue • PO Box 14190 • Oklahoma City, OK 73113**

**(405) 848-8501**

**OETA IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

**For your application to be considered it must be completed in full, in addition to any resume submitted and it must be dated and signed by you.**

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| --- | --- | --- | --- | --- | --- | --- |
| Personnel Information and Job Interest | | | | | | |
| Name: Last, First, Middle | | | | | | |
|  | | | | | | |
| Address: Street City, State Zip | | | | | | Phone: |
|  |  | |  | | |  |
| Email Address: | | | |  | | |
|  | | | |  | | |
| Job for which you are applying: | | | | Acceptable Salary Range: | | |
|  | | | |  | | |
| What date can you begin employment: | | | | Valid Driver’s license: | | |
|  | | | |  | | |
| List equipment you can operate related to the job for which you are applying: | | | | | | |
|  | | | | | | |
| Which positions have you had work experience: | | | | | | |
| ☐ Administration  ☐ Production  ☐ Graphic Design  ☐ Master Control  ☐ Transmitter Engineer | | ☐ Human Resources  ☐ Producer  ☐ Reporter/Producer  ☐ Operations/Traffic | | | ☐ Communications/Marketing  ☐ Director  ☐ Multi-Media Photojournalist  ☐ Maintenance Engineer | |
| List any friends or relatives who work for OETA at this time: | | | | | | |
|  | | | | | | |
| Special qualifications, skills, languages, etc.: | | | | | | |
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| --- | --- |
| Military Service | |
| Current Military Status: | Branch or Specialty: |
|  |  |

|  |  |
| --- | --- |
| Education |  |
| Name of School | Major Course of Study |
| High School: |  |
| College: |  |
| Business or Technical: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Experience |  | |  |  | |  |
| Employer | | Address | | | Phone | |
|  | |  | | |  | |
| Date Started | Date Ended | | Starting Salary | Ending Salary | | Supervisor |
|  |  | |  |  | |  |
| Describe duties |  | |  |  | |  |
|  | | | | | | |
| Reason for leaving | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer | | Address | | | | Phone | |
|  | |  | | | |  | |
| Date Started | Date Ended | | Starting Salary | | Ending Salary | | Supervisor |
|  |  | |  | |  | |  |
| Describe duties |  | |  | |  | |  |
|  | | | | | | | |
| Reason for leaving | | | |  | | | |
|  | | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Employer | | Address | | | | Phone | |
|  | |  | | | |  | |
| Date Started | Date Ended | | Starting Salary | | Ending Salary | | Supervisor |
|  |  | |  | |  | |  |
| Describe duties |  | |  | |  | |  |
|  | | | | | | | |
| Reason for leaving | | | |  | | | |
|  | | | | | | | |

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| --- | --- | --- | --- | --- | --- |
| References: List persons other than relatives or former employers who have known you more than two years | | | | | |
| Name | | | Address | | |
|  | | |  | | |
| Phone number | | Business | | Years acquainted | |
|  | |  | |  | |
| Name | | | Address | | |
|  | | |  | | |
| Phone number | | Business | | Years acquainted | |
|  | |  | |  | |
| Name |  | | Address | |  |
|  | | |  | | |
| Phone number | | Business | | Years acquainted | |
|  | |  | |  | |

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| Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm that it will be our continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to race, color, religion, sexual orientation, gender, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed. |

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| **Information Regarding the Application Process:**  In order to be considered for a specific vacancy, a completed application must be received by mail or otherwise delivered to OETA no later than 5:30 p.m. on the closing date of the job announcement. OETA may administer relevant tests to determine skill level and use the results, in part to select the successful applicant. OETA reserves the right to interview the most qualified applicants after initial screening of the applications on file for any given position. By state law, OETA is not permitted to pay any fees should employment be gained through an employment agency which charges a fee; all such fees must be paid by the applicant.  NOTE: If you need help to complete this application, or if you have questions about the employment process, please contact the personnel department. |

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| **Important Notice:**  Please read this understanding and release before you sign your application.  In making this application for employment to OETA I understand and agree:   1. To submit to such physical examination as OETA may require either before or during my employment; 2. Any misrepresentation or omission will be sufficient cause for separation form OETA’s service; 3. To be governed by all personnel policies and standard operating procedures; 4. To give consent to OETA to check references and hereby release OETA, previous employers and character references from any liability arising from disclosure of information concerning my past employment history as contained on this application or otherwise provided by me; 5. That this application shall remain active for consideration of employment at least six months from the date received. | |
| **Signature** | **Date** |
|  |  |

**VOLUNTARY**

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

In order to be considered for employment at OETA **you are NOT required to complete this form**.

The information we request on this form is used in our confidential reports to the government agencies which require data about our job applicants. This document will be kept in a file separate from your application form and will not be used in any way connected to the processing of your application for employment. Thank you in advance for providing this information to us.

Consistent with federal and state laws and guidelines established for equal employment opportunity and affirmative action, I would like to affirm that it will be our continuing policy to provide equal employment and advancement opportunity in all job classifications of this agency without regard to race, color, religion, sexual orientation, gender, national origin, age, political affiliation or opinion, or disability so long as the disability does not render the person unable to do the work for which employed. If you believe your equal employment rights have been violated, you may contact the Federal Communications Commission, Washington, DC 20054 or other appropriate federal, state or local agencies.

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| --- | --- | --- | --- | --- | --- |
| Personal Information | | | | | |
| Position(s) applied for: | | | Date: | | |
|  | | |  | | |
| Name: Last, First MI | | | | | |
|  | | | | | |
| Address | City | | State | | Zip |
|  |  | |  | |  |
| Phone number | | | | | |
|  | | | | | |
| Birth Date | | | Sex | | |
|  | | |  | | |
| Social Security Number | | | | | |
|  | | | | | |
| Race | | | | | |
| ☐American Indian/Alaskan Native  ☐Black/African-American | | ☐Asian  ☐Hispanic/Latino | | ☐Other Pacific Islander  ☐White | |
|  | | | | | |

How did you learn about the job opening at OETA:

1. Job Opening announcement read during a visit to OETA studios.
2. Classified Ad: Publication\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. OETA Employee: Name\_\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Employment Agency: Name\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
5. Oklahoma State Employment Service: Location\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. College/School Placement Office: Institution\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Organization serving minority or special interest group: Name\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. Learned about OETA or job opening through a presentation by OETA: Where\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
9. Other: Please specify\_\_\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Do you have a handicap? ☐Yes ☐No If yes, please list nature:\_     \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Are you a veteran? ☐Yes ☐No

Are you presently or most recently employed by another public telecommunications entity? ☐ Yes ☐ No

Are you presently or most recently employed by a commercial broadcast station? ☐ Yes ☐ No

Have you filed an application for employment with OETA within the last six months? ☐ Yes ☐ No

**OETA IS AN EQUAL OPPORTUNITY EMPLOYER.**