

Oklahoma Department of Corrections Applicant Questionnaire & Background Investigation Form

Part A: To be provided to the interview committee

Part B: To be retained by human resource officer

Please type or print all responses. Answer all questions (use No, None, or N/A when applicable) with complete and accurate information.

You are responsible for notifying the human resource office if your mailing address, home address, or home or business telephone number changes after submission of this form.

An accurate and complete form will help expedite your application. Any deliberate omissions or falsifications may result in disqualification. (PREA 115.17(g))

Name _____ **SS#** _____
 Last First Middle

Part A: TO BE COMPLETED BY APPLICANT FOR REVIEW DURING INTERVIEW/SELECTION PROCESS

I. CONTACT INFORMATION

Current Address _____
 Street Address Apt. # City County State Zip Code

Mailing Address(if different) _____

Home Telephone () _____ **Work Telephone** _____

Directions to Address _____

Other telephone number(s) or pager number(s) at which you can be contacted _____

How did you hear about this position? Career Fair (location) Friend/Family Works for DOC (location) _____
 DOC Website Newspaper Advertisement Radio Advertisement Other (please specify) _____

II. EDUCATION

Elementary or High School grade completed (Circle one number) _____ Did you graduate or achieve GED? Yes No
 1 2 3 4 5 6 7 8 9 10 11 12

Type of School	Name and Location of School	Dates Attended				Graduated	
		From		To		Yes	No
HIGH SCHOOL							

Type of School	Name and Location of School	Dates Attended				Number of Sem. Hours Completed	Graduated		Type of Diploma or Degree	Major Field of Study
		From		To			Yes	No		
COLLEGE OR UNIVERSITY										
TECHNICAL OR VOCATIONAL										

List all valid licenses/certifications:

Type	License Number	State	Expiration Date

Have any of the above licenses ever been suspended or revoked? Yes ___ No ___ If yes, explain.

List any fluency in foreign languages or sign language _____

III. MILITARY RECORD

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

Branch of military service: _____

Were you ever the subject of formal disciplinary action, such as Court-Martial, Article 15's Captain's Mast etc., while in the service? Yes ___ No ___

If yes, explain: _____

IV. EMPLOYMENT HISTORY

Start with present or most recent employment and work back. Do not omit any periods of employment. Present employer will be contacted regarding applications for all Correctional Officer and Probation and Parole Officer positions. (PREA 115.17(f))

May we contact your present employer? Yes No

Have you ever received any disciplinary action? Yes No

If yes, please explain _____

Have you ever been named in a workplace complaint or grievance? Yes No

If yes, please explain _____

Have you ever filed a workers' compensation claim? Yes No

If yes, please explain _____

Employer				Type of business		Full Time	
Mailing Address				Phone #		Part Time	
City and State						Seasonal	
Starting Date		Leaving Date		Starting Position Title		Present or Last Title	
Mo.	Yr.	Mo.	Yr.				

Immediate Supervisor:

Briefly describe your duties and responsibilities:

Reason for leaving:

Employer Mailing Address City and State				Type of business Phone #	Full Time Part Time Seasonal
Starting Date		Leaving Date		Starting Position Title	Present or Last Title
Mo.	Yr.	Mo.	Yr.		
Immediate Supervisor:					
Briefly describe your duties and responsibilities:					
Reason for leaving:					

Employer Mailing Address City and State				Type of business Phone #	Full Time Part Time Seasonal
Starting Date		Leaving Date		Starting Position Title	Present or Last Title
Mo.	Yr.	Mo.	Yr.		
Immediate Supervisor:					
Briefly describe your duties and responsibilities:					
Reason for leaving:					

Employer Mailing Address City and State				Type of business Phone #	Full Time Part Time Seasonal
Starting Date		Leaving Date		Starting Position Title	Present or Last Title
Mo.	Yr.	Mo.	Yr.		
Immediate Supervisor:					
Briefly describe your duties and responsibilities:					
Reason for leaving:					

Employer Mailing Address City and State				Type of business Phone #	Full Time Part Time Seasonal
Starting Date		Leaving Date		Starting Position Title	Present or Last Title
Mo.	Yr.	Mo.	Yr.		
Immediate Supervisor:					
Briefly describe your duties and responsibilities:					
Reason for leaving:					

Attach additional sheets if necessary

V. TRAFFIC AND/OR CRIMINAL HISTORY INFORMATION

Height _____ Weight _____ Eye Color _____ Hair Color _____ Sex _____

Scars and Tattoos _____

List all other names you have used including nicknames, maiden name, and, if applicable, the date of name change: _____

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor which involved the use or attempted use of physical force, or threatened use of a deadly weapon towards any current or former spouse or child of whom you are parent or guardian or person with whom you are or have co-habitated or share a child in common? Yes No

Have you ever been arrested, charged, or convicted of any offense (including traffic) which involved the illegal usage of drugs or alcohol? Yes No

Have you ever been arrested, charged, or convicted of any offense involving domestic violence? Yes No

Have you ever engaged or been subject of an investigation involving sexual abuse in an institutional setting? (PREA 115.17(f)) Yes No

Have you ever been arrested for an offense involving sexual abuse/activity involving force, threat of force/coercion? (PREA 115.17(f)) Yes No

Have you ever been civilly or administratively adjudicated in regard to a sexual abuse/activity? (PREA 115.17(f)) Yes No

Have you ever been alleged to or involved in any sexual harassment incidents? (PREA 115.17(f)) Yes No

Do you currently engage in any illegal drug usage? Yes No

If yes, explain _____

Do you have a current Oklahoma driver's license? Yes No

If yes, provide driver's license number _____

Have you ever had a driver's license suspended, revoked, or canceled? Yes No

If yes, provide reasons, dates, state of issuance and driver's license number _____

If you have ever been arrested, charged, pled guilty, nolo contendere, or convicted of any criminal violation, list below: (PREA 115.17(f))

Date	Charge	Court, City, & State	Disposition

VI. RELATIVES

Please supply the appropriate information in the spaces provided below. If a category is not applicable, write in "N/A."

If living, name of your:	Address where person can be contacted (Include City, State, and Zip Code)	Telephone at which person can be contacted
Father	() Home () Work () Other	() Home () Work () Other
Mother	() Home () Work () Other	() Home () Work () Other
Spouse	() Home () Work () Other	() Home () Work () Other
Brother(s) and Sister(s)	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other

VII. REFERENCES

Below, please list any individuals with whom you have resided during the last six months who are not relatives (list no information prior to your 18th birthday).

Name	Address where person can be contacted (Include City, State, and Zip Code)	Telephone at which person can be contacted
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other

In the space below, please list as references 3-5 individuals who have professional knowledge of you. Exclude relatives and former employers.

Name	Address where person can be contacted (Include City, State, and Zip Code)	Telephone at which person can be contacted
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other
	() Home () Work () Other	() Home () Work () Other

VIII. WORK REQUIREMENT INFORMATION

Do you have any relative(s) presently employed by the Department of Corrections? Yes No
If yes, list name, relationship, and location:

Do you have any relative(s) currently under the care, custody, or supervision of the Department of Corrections?
Yes No If yes, list name, relationship and location: _____

If offered employment, are you available to start work immediately? Yes No
If no, when are you able to start? _____

If offered employment, is there any reason you would not be able to continuously perform essential job requirements the first six months? Yes No If yes, please provide an explanation: _____

Are you legally eligible to work in the U.S.? Yes No

I have read the job requirements for the position I have applied for and certify that I am able to perform the essential job functions of that position, with or without, reasonable accommodation.

I further certify that all statements and information contained herein are true and complete and I understand that any misstatements or omissions of material fact will result in disqualification or dismissal. (PREA 115.17(g))

Signature

Date

Part B: Completed by Applicant and Retained by the Facility for the Purpose of Complying with State and Federal Record Keeping Requirements.

Social Security Number

Date of Birth

Mo. Day Yr.

Gender

(M or F)

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Race or Ethnic Group (check one)

- 1. Black (not of Hispanic origin)
- 2. Asian or Pacific Islander
- 3. American Indian or Alaskan Native
- 4. Hispanic (Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish culture or origin, regardless of race)
- 5. White (not of Hispanic origin)

(R 11/15)

