

Date

Applicant name
Applicant street address
Applicant city, state, zip

SUBJ: APPLICATION FOR EMPLOYMENT

Dear _____:

Thank you for your interest in making application for a position with the Oklahoma Department of Corrections. Your name has been certified to us on a list of eligibles from the Human Capital Management Division of the Office of Management and Enterprise Services for the classification of _____, at _____ in _____, OK, with a salary of \$_____ a month.

Attached/enclosed is an Applicant Questionnaire and Background Information form, Authorization to Release Confidential Information form, Applicant Recruitment Survey form, a Job Description for the position for which you have applied, a copy of the department's pre-employment drug testing policy, and a description of cadet training requirements (if applicable).

Interviews for this position are scheduled for _____ (day), _____ (date). If you are interested in being considered for employment at this time you must call _____ (HRMS name) at _____ (phone number) no later than 5:00 p.m. on _____ (date) to schedule your personal interview.

You must bring the below documentation completely filled out with you at the time you come in for your interview:

- Applicant Questionnaire and Background Information form (must be filled out completely)
- Authorization to Release Confidential Information form (must be signed by applicant)
- Applicant Recruitment Survey form
- Acknowledgement of Receipt for Pre-Employment Drug Testing Program (if applicable)
- Also copies of the following:

_____ High School diploma or GED certificate
_____ College transcript(s)
_____ Professional Licenses _____
_____ DD 214 (if applicable)
_____ Driver's License
_____ Other

The interview will be conducted at the facility, by a committee panel, and consists of job-related questions to assess the knowledge, skills, and abilities you possess for the position for which you are applying. Please note that if you are selected for further consideration after interview, there will be additional requirements for hiring as follows:

Following a conditional offer of employment:

- All applicants must pass a thorough background investigation prior to being hired for any position.
- Some applicants will be subject to a pre-employment drug test (please see the attached/enclosed policy).
- Applicants for the positions of probation and parole officer and fugitive apprehension agent will be required to take the Minnesota Multiphasic Personality Inventory (MMPI).
- Applicants for correctional security officer cadet and food service positions will be required to pass a job-related medical exam.

Failure to pass the background investigation, a drug test, the MMPI, or medical exam will result in withdrawal of any conditional offer of employment, or immediate termination.

Being involved or failure to report being involved in sexual abuse in an institutional setting, arrested and/or convicted of sexual activity by force, threat of force/coercion, and/or civilly or administratively adjudicated to have engaged in such activity will result in a failed background investigation.

Conviction for any felony, or a misdemeanor for domestic violence, will result in a failed background investigation for any applicant for the position of probation and parole officer, fugitive apprehension agent, or correctional officer. Some positions require a valid driver's license and a good driving record.

Please be aware that if you do not reply by the due date you will need to reapply for future openings through Office of Management and Enterprise Services (OMES) Human Capital Management (HCM) (jobaps.com/ok).

If you require any reasonable accommodation in order to complete the application or interview process, please advise. All applicants must be able to perform the essential job functions of the position for which they are making application with or without reasonable accommodation.

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. This agency participates in the E-Verify Program established by the Department of Homeland Security and Social Security Administration. Our participation in the program does not exempt us from the obligation to complete a Form I-9 for everyone we hire. During the enrollment process, all new hires are required to provide proof of identity and employment eligibility.

Sincerely,

HRMS Name and Title

(R 8/13)