

OKLAHOMA HORSE RACING COMMISSION (OHRC)

2401 NW 23rd Street, Suite 78, Oklahoma City, Oklahoma 73107

EMPLOYMENT APPLICATION -THE OHRC IS AN EQUAL OPPORTUNITY EMPLOYER

A. INSTRUCTIONS – Please read carefully before completing application.

1. Print or type all information.
2. Resumes are welcome as attachments; however, each question in this application must be answered completely and accurately and attested to by signature of the applicant or else the applicant will not be considered for employment. If the answer is "none" or "not applicable," answer accordingly.
3. Applicants must submit a minimum of three letters of reference, be willing to be interviewed and successfully complete all work skill tests relative to the job position as required by the OHRC.
4. All letters of reference, resumes, etc., must be furnished by the applicant. The OHRC will not make copies for the applicant.
5. Please submit your application to the OHRC, at the above address, no later than the deadline established for the position. Late applications will not be accepted.

All information received is subject to investigation and verification. A personal background investigation, including contacting employers and reviewing any civilian or military court records, may be conducted. The applicant is subject to criminal records checks.

The penalty for willful misrepresentation or falsification of application information is forfeiture of position if employed by the State, ineligibility for state employment for five years, a fine of up to one-thousand dollars, and imprisonment for up to six months. If you obtain State employment, under Oklahoma law, your employment file may be open to public inspection under provisions of the Oklahoma Open Records Act.

With submission of this application, a person agrees to the State's overtime pay policy which allows providing compensatory time off instead of cash payments under certain conditions.

B. JOB TITLE OR AGENCY POSITION DESIRED: _____

Application is for: Full-Time Position Permanent Part-Time Position (work only as scheduled by Commission)

C. APPLICANT INFORMATION

Full Legal Name:	<i>Last</i>	<i>First</i>	<i>Middle</i>	<i>Maiden</i>	Social Security #
Mailing Address:	Street Address		City	State	Zip
Daytime Area Code & Phone #	Evening Area Code & Phone #		Cell Area Code & Phone #		
YES	NO	Are you now an Oklahoma state employee? Date available for employment with the OHRC:			
YES	NO	Are you a U.S. citizen? If "NO", provide alien registration # _____ and provide a copy of your alien registration card with this application. Be prepared to show the original document during an OHRC interview.			
YES	NO	If you are not a U.S. citizen, have you been approved by the Department of Homeland Security for the type of employment (full-time, part-time, etc.) for which you are applying?			
YES	NO	Do you have an Oklahoma Driver's License? If yes, provide your Driver's License #:			
YES	NO	Have you ever held a horse racing license in any racing jurisdiction, including Oklahoma? If YES, list the state/country, year and license type:			
YES	NO	Have you ever been ineligible for a horse racing license, suspended for more than seven (7) days, had your license revoked, fined over \$100, ruled off, excluded/ejected or discharged from any racing jurisdiction, including Oklahoma? If YES, list the date, state/country, nature of violation, suspension and fine:			
YES	NO	Do you have any relatives who are licensed in any racing jurisdiction, including Oklahoma? If YES, list each person's full name, state/country, year and license type:			

D. EDUCATION – Include high school (or GED), vocational school, and college. You may be asked to provide a transcript and diploma or to authorize the institution’s release of educational records.

Name and Location	From Mo/Yr	To Mo/Yr	Field of Study				Degree Mo/Yr	Total Hours
			Major	Hours	Minor	Hours		
Type of Professional/Trade License/Certificate (Provide a copy)			State or Other License/Certificate			Year of First License/Certificate		

E. EXPERIENCE - Start with your present job and work back. List each promotion or transfer as a separate job even if they were with the same employer. If you have more than three (3) periods of employment, sign and attach sheets in the same form as that below. If you have 3 or more months between jobs, please explain. Employers and supervisors may be contacted regarding your work experience.

Have you ever been fired? YES NO If “YES”, explain: _____

Employers name & address (Firm, Organization, etc.)	Exact title of your position	From (Mo/Yr)	To (Mo/Yr)
Specific Duties			Average Hours
			Ending Salary
Number & occupation of employees you supervised	Supervisor’s name & title	Reason for leaving	

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Specific Duties			Average Hours
			Ending Salary
Number & occupation of employees you supervised	Supervisor’s name & title	Reason for leaving	

F. Have you ever been charged with any criminal offense, other than municipal traffic violations? YES NO
 If “YES”, please provide full details: _____
(Note: Convictions are not an absolute bar to employment, but will be considered in relation to specific job requirements.)

G. I certify, subject to the penalties provided by Oklahoma law, that all information provided by me to the Oklahoma Horse Racing Commission in regard to this application for state employment is complete and correct to the best of my knowledge and belief. I hereby authorize the Commission to make any contacts necessary to verify the information provided or to seek further information. I further agree that my employment is subject to a satisfactory criminal records check result, as determined by the OHRC.

Signature of Applicant

Date