

PROFESSIONAL REFERENCES

Name _____
Current Company _____
Relationship _____
Phone _____ E-Mail _____

Name _____
Current Company _____
Relationship _____
Phone _____ E-Mail _____

Name _____
Current Company _____
Relationship _____
Phone _____ E-Mail _____

PRE-EMPLOYMENT STATEMENT

(Please read before signing)

I understand that MTCC will rely, in part, on the information I provide in this Employment Application in considering whether to hire me. I understand that it is important that I provide complete and accurate information and certify that I have done so. If MTCC discovers at any time that I failed to completely and honestly provide any information requested of me in this Employment Application or during the interview process, I understand that my application will no longer be considered or, if I am working for MTCC that I will be subject to disciplinary action, up to and including termination of employment.

The organization is committed to compliance with the provisions of this nation's immigration laws regarding verification of employment eligibility. Any offer of employment will be contingent upon your ability to provide legally sufficient documentation showing your eligibility to be employed by MTCC. Applicants or employees that present fraudulent documents for employment verification purposes will be terminated.

I authorize MTCC to contact anyone that it deems appropriate to verify the information I have provided or to further investigate my background, past performance and suitability for employment. I consent to being discussed by any person contacted by MTCC and waive all rights to bring any action for defamation, invasion of privacy or any similar claim against anyone that provides information to the organization with a good faith belief that the information provided is true. I understand that MTCC may choose to obtain background information about me from a consumer reporting agency. I understand that if I refuse to provide my authorization, my application for employment will not be considered.

I understand that this Employment Application is not an offer of employment. I understand that nothing contained in this Employment Application creates a contract between MTCC and me for employment or any other benefit. No promises regarding employment have been made and I understand that no such promise or guarantee is binding upon MTCC.

I understand that if I am hired, I will be an employee "at will," meaning I am not hired for any definite length of time and either I or MTCC can terminate my employment at any time for any or no reason.

If employed, I understand and agree that MTCC retains the sole right in its business judgment to modify, suspend, interpret, or cancel, in whole or in part, at any time, with or without any notice, any published or unpublished policy, practice, procedure, process, or benefit.

If employed, I understand that I will be required to comply with federal and/or state Drug Free Workplace Laws and regulations. I understand and agree to comply with such laws.

Signature

Date



EMPLOYMENT APPLICATION

Metropolitan Tulsa Chamber of Commerce (MTCC) is AN EQUAL OPPORTUNITY EMPLOYER. Applicants are considered for positions and are evaluated without regard to mental or physical disability, race, religion, sexual orientation, color, gender, national origin, age, marital status, military or veteran status or any other protected local, state or federal status unrelated to the performance of the work involved.

MTCC will provide applicants who have disabilities with reasonable accommodations to complete the application process.

Please answer all questions completely.

Please do not provide any information not specifically requested on this Employment Application form.

PERSONAL

Last Name _____ First Name _____
Middle _____ Previous Last Name _____
Physical Address (Number & Street) _____
City _____ State/Province _____ Zip/Postal Code _____
Previous Address (If less than one year in present) _____
City _____ State/Province _____ Zip/Postal Code _____
Home Phone _____ Work Phone _____
Other Phone _____ E-mail Address _____

Desired Type of Employment

Full-Time Part-Time Internship (compensated) Internship (non-compensated)

Are you legally authorized to work in the United States? Yes No

How did you hear about us? _____

Date Available to Start _____ Desired Salary _____

Have you ever been previously employed by MTCC? Yes No

If yes, list dates employed: From: _____ To: _____

Do you have any relatives employed by MTCC? Yes No

If yes, give name and title: _____

Have you been charged or convicted of a felony in the last seven years? Yes No

If yes, please explain: _____

EDUCATION

1. High School/GED

School/Institution Name _____
City _____ State _____
Did you Graduate? Yes No Currently Enrolled Yes No
Major/Area of Study _____ Graduation Date _____ Degree _____

2. College/University

School/Institution Name _____

City _____ State _____

Did you Graduate? Yes No Currently Enrolled Yes No

Major/Area of Study _____ Graduation Date _____ Degree _____

3. Graduate School

School/Institution Name _____

City _____ State _____

Did you Graduate? Yes No Currently Enrolled Yes No

Major/Area of Study _____ Graduation Date _____ Degree _____

4. Business/Trade School

School/Institution Name _____

City _____ State _____

Did you Graduate? Yes No Currently Enrolled Yes No

Major/Area of Study _____ Graduation Date _____ Degree _____

WORK EXPERIENCE

Begin with present or most recent employer and list prior employers

May we contact your present employer? Yes No

1. Name of Employer _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Dates Employed From: _____ To: _____

Salary Start: \$ _____ per _____ End: \$ _____ per _____

Full-Time Part-Time Temporary

Your Job Title _____

Supervisor's Name _____

Supervisor's Title _____ Supervisor's Email Address _____

Describe Major Duties _____

Reason For Leaving _____

2. Name of Employer _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Dates Employed From: _____ To: _____

Salary Start: \$ _____ per _____ End: \$ _____ per _____

Full-Time Part-Time Temporary

Your Job Title _____

Supervisor's Name _____

Supervisor's Title _____ Supervisor's Email Address _____

Describe Major Duties _____

Reason For Leaving _____

3. Name of Employer _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Dates Employed From: _____ To: _____

Salary Start: \$ _____ per _____ End: \$ _____ per _____

Full-Time Part-Time Temporary

Your Job Title _____

Supervisor's Name _____

Supervisor's Title _____ Supervisor's Email Address _____

Describe Major Duties _____

Reason For Leaving _____

4. Name of Employer _____

Address _____ Phone _____

City _____ State _____ Zip Code _____

Dates Employed From: _____ To: _____

Salary Start: \$ _____ per _____ End: \$ _____ per _____

Full-Time Part-Time Temporary

Your Job Title _____

Supervisor's Name _____

Supervisor's Title _____ Supervisor's Email Address _____

Describe Major Duties _____

Reason For Leaving _____
