

The Parent Child Center of Tulsa, Inc.

1421 South Boston Ave.

Tulsa, Oklahoma 74119

Our mission is to prevent child abuse and neglect through education, treatment and advocacy.

Application For Employment

It is the policy of The Parent Child Center of Tulsa, Inc. (PCCT) to provide equal employment opportunity to all people without regard to race, color, creed, gender, age, handicap, or national origin. PCCT is fully committed to ensuring equal opportunity and equal consideration to all applicants and employees in personnel matters including recruitment and hiring, training, promotion, salaries and other compensation, and layoff or termination.

Applicant Information

Name _____ Best phone # () _____

Address _____
Full address City State Zip

Position desired _____ Email Address _____

Date available to start _____ Salary required \$ _____ per hr. per yr.

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

Have you ever been convicted of a felony? Yes No

If yes, explain _____

Attach resume if space not adequate	Name & City, State	Years Attended From & To	Graduation Mo. & Yr.	Degree type & major, minor, etc.
High School				Diploma or GED?
College(s)				
Graduate School				Please attach resume or CV with details.
Other significant certificates, professional licenses, awards, honors, internships, publications, etc.:				

What foreign languages do you speak, read and/or write fluently? _____

With what software programs are you proficient? _____

Have you served in the Armed Forces? Yes No Branch? _____

Discharge date? _____

Please complete other side of application.

Employment History

List in order with most recent employer first. Account for last ten years worked or all employers if you have less than ten years of employment history. An additional sheet of paper may be attached if necessary but all required information must be included.

Name of Employer	
Dates of Employment (mo & yr)	Salary
Address	Job Title
Supervisor's name & title	Reason for leaving
Major duties	

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I certify my understanding that I am applying for employment with PCCT that is on an at-will basis and that neither I nor the agency will enter into a contract regarding the terms or the duration of employment. As an at-will employee in the State of Oklahoma, the agency will have the right to reassign me, to change my compensation or to terminate my employment at any time, with or without cause or advance notice. Additionally, I have the right to terminate my employment at any time, with or without cause or advance notice.

I certify that all information contained in or attached to this application is complete and accurate. Any misrepresentation or omission of facts asked for is cause for dismissal.

 Signature

 Date



Strengthening Families to Prevent Child Abuse & Neglect

Equal Employment Opportunity – Voluntary

This is not part of your employment application. It will be used for The Department of Labor statistics only.

The Parent Child Center of Tulsa is an equal opportunity employer. In order to meet this commitment, it is necessary to collect information concerning applicants. Your response to this request is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Name: _____ Position applying for: _____

I decline this opportunity to respond to the questions listed below.

SEX:

Male Female

MILITARY SERVICE:

- Vietnam Era Veteran:** Served on active duty for more than 180 days between August 5, 1964 and May 7, 1975.
- Other Veteran**

RACE/ETHNICITY: (choose one)

- American Indian or Alaskan Native:** A person having origins in any of the original peoples of North, Central and South America and who maintains tribal affiliation or community attachment.
- Asian:** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American:** A person having origins in any of the black racial groups of Africa.
- Hispanic or Latino:** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- Native Hawaiian or Pacific Islander:** (Not Hispanic or Latino) a person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- White:** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- Two or More Races:** All persons who identify with more than one of the five races identified above.

Signature

Date