



- Tonkawa
- Enid
- Stillwater

Northern Oklahoma College

Application for Clerical Position

Name _____ Applying for (position) _____
Last First Middle Initial

Address _____ Street _____ City _____ State _____ Zip _____

Telephone (Home) _____ Telephone (Office) _____

Are you willing to take a drug test? Yes No

Have you ever been convicted of a felony or DUI? Yes No

EDUCATION:

High School _____ Graduated? _____ Date _____

Business School _____ Dates Attended _____

College or University _____ Dates Attended _____

Address _____
City State Zip

Graduated? _____ Degree _____

Special training programs completed: _____

EXPERIENCE:

1. Last position _____

Duties _____

Date Started _____ Date Left _____ Reason _____

Supervisor's name and address _____

2. Previous position _____

Duties _____

Date Started _____ Date Left _____ Reason _____

Supervisor's name and address _____

3. Last position _____
Duties _____
Date Started _____ Date Left _____ Reason _____
Supervisor's name and address _____

QUALIFICATIONS AND SPECIAL EXPERIENCES:

Have you had any experience as:

Receptionist _____ Bookkeeping and/or accounting _____
Word processing _____ Microcomputers _____
Cashier _____

When will you be available for employment? _____

Would you consider part-time employment? _____

REFERENCES: (Personal and/or work; one or more from this area if possible.)

1. Name _____ Position _____
Address _____ Telephone _____
2. Name _____ Position _____
Address _____ Telephone _____
3. Name _____ Position _____
Address _____ Telephone _____

SIGNATURE:

I hereby attest that all information provided on this application is true and accurate, and understand that a felony search will be processed for every NOC employee prior to the finalization of their employment. This involves a finger printing procedure.

Name: _____ Date _____

Affirmative Action Compliance Statement
This institution is in compliance with the Title VI of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, and other Federal laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.