



115 West 3rd Street, Suite 401, Tulsa, OK 74103
 OFFICE: 918-574-8519 FAX: 918-585-3047

APPLICATION FOR EMPLOYMENT

The Praetoria Group provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The Praetoria Group complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Praetoria Group expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of The Praetoria Group's employees to perform their expected job duties is absolutely not tolerated.

APPLICANT INFORMATION

Last Name:		First Name:		MI:
Date of Birth:	SSN:		Drivers License:	
Permanent Street Address:		City:	State:	Zip Code:
Temporary Street Address:		City:	State:	Zip Code:
Cell Phone:		E-mail Address		

GENERAL INFORMATION

Date:	Position Seeking (check one): <input type="checkbox"/> Security <input type="checkbox"/> Janitorial						
Time:	Seeking (check one): <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Other						
Can you work weekends:	<input type="checkbox"/> Yes <input type="checkbox"/> No			Are you available to work overtime:			
Can you work evenings:	<input type="checkbox"/> Yes <input type="checkbox"/> No			<input type="checkbox"/> Yes <input type="checkbox"/> No			
If part-time/other, what days and times are you available:							
Circle:	Mon	Tue	Wed	Thu	Fri	Sat	Sun
From:							
To:							
If hired, what day and date can you start:							
Salary Requested:				Referred By:			
Have you ever previously applied to work for Praetoria Group? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Do you have any friends or relatives working for Praetoria Group? <input type="checkbox"/> Yes <input type="checkbox"/> No							
Are you over the age of 18? <input type="checkbox"/> Yes <input type="checkbox"/> No							
If hired, would you be able to present evidence of U.S. citizenship or proof of your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No							

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GENERAL INFORMATION CONTINUED

Are you able to perform the essential functions of the job for which you are applying, either with or without reasonable accommodations? Yes No (If no, please describe the functions that cannot be performed below)

Note: Company complies with the ADA and considers reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. It is possible that a hire may be tested on skill/agility and may be subject to a medical examination conducted by a medical professional.

Have you ever been convicted of any criminal offense (not minor traffic violations) Yes No (If yes please describe below)

Have you ever been convicted by a general court martial? Yes No (If yes describe below)

EDUCATION

High School:	Name:	City/State:
	Graduate: <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation:

If you did not graduate, did you receive a high school GED? Yes No

Year:

College(s) Attended

Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree Received
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Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree Received
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Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree Received
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Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree Received
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Vocational School(s)

Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree/Certification Received
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Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree/Certification Received
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Name/Location:	Years Attended	Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of Graduation
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Field of Study	Degree/Certification Received
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WORK HISTORY

U.S. Military Service

Branch of Service	From	To	Type of Separation
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Rank at Enlistment	Rank at Discharge	National Guard/Ready Reserve [] Yes [] No
Branch:		

List of primary service schools attended

Name/Location	Years Attended	Graduate	Certification
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Field of Study:

Name/Location	Years Attended	Graduate	Certification
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Field of Study:

Name/Location	Years Attended	Graduate	Certification
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Field of Study:

Name/Location	Years Attended	Graduate	Certification
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Field of Study:

Other Employment - Beginning with most recent, list ALL employment for past 5 years

Employer Name	Employer Address				
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Start Date	End Date	Start Pay	End Pay	Supervisor Name	Contact Phone Number
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Describe your duties/experiences:

Reason for leaving:

Employer Name	Employer Address				
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Start Date	End Date	Start Pay	End Pay	Supervisor Name	Contact Phone Number
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Describe your duties/experiences:

Reason for leaving:

Employer Name	Employer Address				
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Start Date	End Date	Start Pay	End Pay	Supervisor Name	Contact Phone Number
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Employer Name	Employer Address				
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Start Date	End Date	Start Pay	End Pay	Supervisor Name	Contact Phone Number
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Describe your duties/experiences:

Reason for leaving:

ADDITIONAL INFORMATION

If you believe that any portion of this application requires additional information/explanation, or if you believe that additional information should be considered by the Human Relations Department, please list/explain here:

REFERENCES

Please provide three personal or professional references

Name	Relationship/Profession	Contact Phone Number
1		
2		
3		

EMERGENCY CONTACT

Name and Relationship	Address	Contact Phone Number

DRUG FREE WORKPLACE

I, the undersigned, a job applicant for The Praetoria Group, hereby acknowledge that it is The Praetoria Group's policy to provide a safe and secure environment for all of Praetoria's employees. This includes the maintenance of a drug free workplace. I have been informed that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance (to include but not be limited to the abuse of prescription drugs) will not be tolerated by The Praetoria Group. I acknowledge that if I am offered a position with the company I must report to work in a condition fit to perform my duties. I additionally understand that as a condition of employment, I must report any criminal drug conviction within five (5) days of such conviction to Praetoria management. I additionally understand that The Praetoria Group participates in a pre-hire and random drug testing program, and that a condition of employment with The Praetoria Group is voluntary consent to such testing by a state certified testing facility.

Print Full Name	Acknowledgement Signature	Date

STATEMENT OF TRUTH

I certify that all answers given by me in this application are true, accurate and complete. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how it was discovered.

Print Full Name	Acknowledgement Signature	Date

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INTERVIEWERS NOTES

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INTERVIEW CONCLUSIONS

Acceptable Yes No Requires additional interview

An explanation of the above conclusions must be explained below:

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