

STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES

EMPLOYMENT APPLICATION SUPPLEMENT

Name of applicant (Print)	Date
Name of provider agency	

PART 1

As I apply for a job as a community services worker, I understand that:

- prior to employing me, the community services provider is required by Oklahoma law to conduct:
 - a criminal history records search with the Oklahoma State Bureau of Investigation (OSBI); and
 - a check of the Community Services Registry.
- the community services provider is prohibited by Oklahoma Statute from hiring, contracting with, or using as a volunteer, any person who has been convicted, pled guilty, or pled nolo contendere to a felony or to a misdemeanor assault and battery, except under circumstances described in OAC 340:100-3-39.
- the community services provider is also forbidden to hire, contract with, or use as a volunteer, any person whose name appears on the Community Services Registry.
- my employment may be terminated if my name appears on the Community Services Registry, even though my name may not have been on the Registry at the time of my application or hiring.
- I must report to the community services provider all of my current and previous employers who provide services to vulnerable adults.
- giving false information regarding my previous employers may result in termination of my employment.

I have received a copy of this signed Form DDS-39.

Signature of applicant

Date