



OKLAHOMA DEPARTMENT OF HUMAN SERVICES



Employment Application Supplement

Applicant name (print)	Date
Provider agency	

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

- prior to employing me, the community services provider is required by Oklahoma law to conduct a search of:
 - criminal history records with Oklahoma State Bureau of Investigation (OSBI); and
 - Oklahoma Department of Human Services (OKDHS) Community Services Registry (Registry);
- the community services provider is prohibited by Oklahoma law from hiring, contracting with, or using as a volunteer, any person;
 - who has been convicted, pled guilty, or pled nolo contendere to misdemeanor assault and battery or a felony, except under circumstances described in OAC 340:100-3-39; and
 - whose name appears on the Registry;
- my employment may be terminated if my name appears on the 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 adults who are vulnerable; and
- giving false information regarding my current and previous employers may result in termination of my employment.

Applicant signature _____ Date _____

Routing: Original – community services worker personnel record
 Copy – community services worker