

# Application for Summer Employment

**Note:** Please include area or country codes with all telephone numbers.

**Applications not accepted under age 16**

## Noble Foundation

The Samuel Roberts Noble Foundation, Inc.  
2510 Sam Noble Parkway, Ardmore, Oklahoma 73401  
Telephone 580 223-5810  
Toll-free line for applicants only: 866 223-5810  
www.noble.org

### Employment interest

Position applying for	Position number		
Date available to begin work	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	<input type="checkbox"/> Other
Days and hours available to work			

### Personal information

Name: first, middle, last			
Street address			Apt. No.
City	State/Province	Country	Zip/Postal Code
Home telephone		Mobile or other telephone	
Best time to call		E-mail	

### Employment history Attach additional pages if necessary

Present or last employer			
Position held			
Address		Telephone	
City	State/Province	Country	Zip/Postal Code
Dates of employment (from/to)			Salary
Reason for leaving			
Supervisor		Telephone	E-mail

Previous employer			
Position held			
Address		Telephone	
City	State/Province	Country	Zip/Postal Code
Dates of employment (from/to)			Salary
Reason for leaving			
Supervisor		Telephone	E-mail

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## Application for Employment continued

Previous employer			
Position held			
Address		Telephone	
City	State/Province	Country	Zip/Postal Code
Dates of employment (from/to)			Salary
Reason for leaving			
Supervisor		Telephone	E-mail

### References other than previous employers

If applying for a research position, please list at least two academic references.

Name		Employer	
Position/job title		E-mail	
Address		Telephone	
City	State/Province	Country	Zip/Postal Code

Name		Employer	
Position/job title		E-mail	
Address		Telephone	
City	State/Province	Country	Zip/Postal Code

### Education and training

#### High school

School name		Did you graduate or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Address		Telephone	
City	State/Province	Country	Zip/Postal Code

#### College, university or other training

School name			
Address		Telephone	
City	State/Province	Country	Zip/Postal Code
Dates of attendance (from/to)		Field of study	
List degree conferred		Month/year	
If degree not conferred, list hours completed			

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**Application for Employment** continued

School name	Dates of attendance (from/to)		
Address	Telephone		
City	State/province	Country	Zip/postal code
Field of study	List degree conferred		
Month/year degree conferred	If degree not conferred, list hours completed		

**Pertinent background**

Are you able to work legally in the United States?  Yes  No

Do you have a valid Oklahoma driver's license?  Yes  No

Will you comply with a tobacco-free workplace?  Yes  No

List any relatives employed at the Noble Foundation and their relationship to you.

Have you ever been convicted of a felony?  Yes  No

If so, provide complete details, including the dates of the conviction and incarceration, including any suspended sentences, fines, probation, deferred adjudication or similar disposition.

*(Conviction of a crime is not an absolute bar to employment. All relevant circumstances, such as how long ago the conviction occurred and the crime involved, will be considered in relation to specific job requirements.)*

I have read the job description for the position for which I am applying and believe I am able to perform the essential functions of the job without accommodation.  Yes  No

If accommodations, modifications or adjustments to a job or work environment are necessary for you to perform the essential functions of the job, please describe them.

**CONTINUED**

# Applicant certification: Please read carefully

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I understand that this is an application for employment and that no employment contract is being offered to me.

I certify that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

I understand that any misstatement, omission, falsification, or misrepresentation in this application or on any attachments or other information provided by me may disqualify me from consideration for employment or may result in disciplinary action up to and including discharge from employment, if hired.

I authorize the Noble Foundation, in order to evaluate me for employment purposes, to contact any of my previous employers (unless otherwise indicated) or other references and otherwise fully to investigate my suitability for employment and any statements made herein. I understand that the results of any such investigation may be disclosed to Noble Foundation personnel involved in the employment decision, and I consent to such disclosure. Suitability for employment may include, but is not limited to, verification of my professional licensure; education; previous employment; credit history; terrorist activity; motor vehicle record and criminal history, conducted by the Foundation or a third party investigator.

If hired, I agree to conform to the rules and regulations of the Noble Foundation, including drug and alcohol policies currently in place or added in the future.

I understand that any such employment with the Foundation will be at will, permitting me or the Foundation to end our relationship for any reason at any time.

I acknowledge receipt of the five Federal employment notices required to be visible to all applicants: Equal Employment Opportunity, Family and Medical Leave Act of 1993, Federal Minimum Wage, Job Safety and Health Protection, Employee Polygraph Protection Act.

I certify that I am over the age of 16 and have read and understand the above.

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Signature of Applicant

Date