

# APPLICANT INFORMATION

Oklahoma Department of Corrections  
3400 Martin Luther King Avenue, P.O. Box 11400  
Oklahoma City, Oklahoma 73136-0400  
Tel. (405) 425-2500

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**FILING PROCEDURES:** Permanent classified employees, applying for positions as a result of posted announcements, must send a resume, OPM-4B, and any other required documentation, and ensure receipt by the hiring facility no later than 5:00 p.m. on the closing date indicated on the announcement.

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**REASONABLE ACCOMMODATION:** Any qualified applicant with a disability may request reasonable accommodation to complete the application/interview process by providing information regarding the specific nature of the accommodation requested, and the reason for the request, to the department representative listed on the job announcement.

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**JOB FAMILY DESCRIPTORS AND PROMOTIONAL PLAN:** The job family descriptors which specify the major duties and minimum qualifications for each announced position and the department's promotional plan (OP-110235 entitled "Hiring and Promotional Procedures) may be reviewed at any facility or the Central Personnel/Staffing Unit. The department's promotion plan is also available on the department's web page ([www.doc.state.ok.us](http://www.doc.state.ok.us)) and job family descriptors are available on the Office of Personnel Management's web page ([www.opm.state.ok.us](http://www.opm.state.ok.us)).

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**PRE-EMPLOYMENT DRUG TESTING:** Any person, whether an applicant for initial hire with the department or a current employee promoting, voluntarily demoting, or requesting a transfer (excluding transfers within the same job code) to any paid position as a Correctional Security Officer, Correctional Security Manager, Correctional Chief of Security, Probation and Parole Officer, Assistant District Supervisor, District Supervisor, Administrator of Probation and Parole, Administrator of Community Corrections/Work Centers, Deputy Director of Community Corrections, Fugitive Apprehension Agent, Internal Affairs Supervisor, Internal Affairs Investigator, or Administrator of Internal Affairs, and any person whose assigned job duties include driving a commercial motor vehicle will be subject to pre-employment drug testing following a conditional offer of employment.

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**BACKGROUND INVESTIGATION:** No job offer is considered final until the applicant has successfully passed a background investigation.

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**VERIFICATION OF EMPLOYMENT ELIGIBILITY:** Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States. This agency participates in the E-Verify Program established by the Department of Homeland Security and the Social Security Administration. Participation in the program does not exempt the agency from the obligation to complete a Form I-9 for all new employees. During the enrollment process, all new hires are required to provide proof of identity and employment eligibility.

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*The Department of Corrections is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability.*

*The Department of Corrections promotes a drug free and tobacco free workplace.*

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