

## APPLICANT INFORMATION

Oklahoma Department of Corrections  
PO Box 11400  
Oklahoma City, Oklahoma 73136-0400  
(405) 425-2859

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**FILING PROCEDURES:** State employees, applying for positions must apply on-line at <https://jobapscloud.com/ok/default.asp> by 11:59 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 agency 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 agency's promotional plan (OP-110235 entitled "Hiring and Promotional Procedures") may be reviewed at any facility or the central Human Resources unit. The agency's promotion plan is also available on the agency's web page ([www.ok.gov/doc/](http://www.ok.gov/doc/)) and job family descriptors are available on the Office of Human Capital Management's web page (<https://omes.ok.gov/careers/job-descriptors>).

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**PRE-EMPLOYMENT DRUG TESTING:** All new employees, including temporary employees with a more than 30-day break in service, will be required to report for drug testing prior to entry on duty.

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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 Oklahoma 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 Oklahoma Department of Corrections promotes a drug-free workplace. The use of tobacco or tobacco-like products (including vapor-producing devices) is prohibited on all property owned, contracted for use or leased by the State of Oklahoma.*