

APPLICANT INFORMATION

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

FILING PROCEDURES: State employees, applying for positions will apply on-line at <https://okgov.wd1.myworkdayjobs.com/okgovjobs> by 11:59 p.m. on the closing date indicated on the announcement.

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.

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, or on the agency's web page (www.ok.gov/doc/). Job family descriptors are available on the Office of Human Capital Management's web page ([Job Description Manager](#)).

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.

BACKGROUND INVESTIGATION: No job offer is considered final until the applicant has successfully passed a background investigation. An applicant may be given a formal offer of employment following successfully passing a pre-screening. A full background investigation will be conducted in accordance with OP-110210 entitled "Background Investigations and Post Conditional Offer of Employment Testing." A failed background investigation will result in immediate termination.

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.

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.