



# Wichita Tax Commission

## Application for Employment

### Checklist

<b>Applicant Name</b>	
<b>Address</b>	
<b>Position and Title</b>	

**Please ensure that you answer all questions completely and attach required documents listed below to qualify you for the position you are applying for:**

1. **Complete Wichita Tax Commission Employment Application**
2. **Submit/Attach Copy of Indian Preference Form 5-4432 *(if applicable)***
3. **Submit/Attach College Transcripts or any Training Certifications**
  - **High School Diploma or GED**
4. **Submit Oklahoma Valid Driver's License**
5. **Submit Social Security Card/CDIB {Must have 2 forms of ID for HR use only}**
6. **Submit Resume**
7. **Three up to date references with reachable phone numbers**

<b>HUMAN RESOURCES USE ONLY</b>		
1. Did applicant submit completed employment application?	YES	NO
2. Did applicant submit Indian Preference?	YES	NO
3. Did applicant submit College Transcripts/Training Certifications?	YES	NO
- High School Diploma or GED		
4. Did applicant submit Oklahoma Valid Driver's License?	YES	NO
5. Did applicant submit Social Security Card/CDIB?	YES	NO
6. Did applicant submit resume?	YES	NO
7. Did applicant list 3 references?	YES	NO
8. Complete Soft Background?	YES	NO
Reviewed by _____	Date _____	