



Oklahoma State Licensing Boards



State Board of Behavioral Health Licensure (BBHL)
3815 N. Santa Fe, Suite 110
Oklahoma City, OK 73118
Phone: (405) 522-3696
Fax: (405) 522-3691

Oklahoma Board of Nursing
2915 N Classen, Ste. 524
OKC, OK 73106
TEL: 405.962.1800 FAX: 405.962.1821

Oklahoma State Board of Pharmacy
2920 N Lincoln Boulevard, Suite A
Oklahoma City, OK 73105
E-mail: pharmacy@pharmacy.ok.gov Local: (405) 521-3815 Fax: (405) 521-3758

Oklahoma State Department of Education
Oliver Hodge Building
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105
Phone: (405) 521-3301
Email: sdeservicedesk@sde.ok.gov

Oklahoma State Board of Cosmetology and Barbering
2401 NW 23rd, Suite 84 \ Shepherd Mall \ Oklahoma City, OK 73107
Map to Shepherd Mall
Phone: 405.521.2441 \ Fax: 405.521.2440 \

Nurse Aide and Nontechical Services Worker Registry
1000 N.E. 10th Street, Room 1111
Oklahoma City, OK 73117
Phone (405) 271-4085 or Toll Free (800) 695-2157



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ARMY COMMUNITY SERVICE
EMPLOYMENT READINESS PROGRAM

Where Career Success Begins

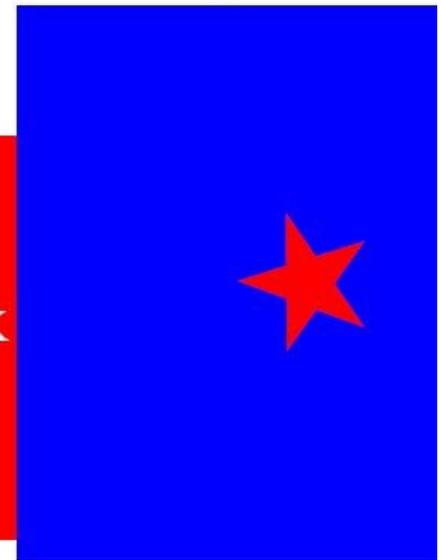
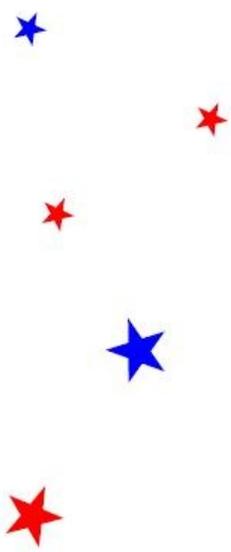
Employment Readiness Program
4700 Mow-Way Road, Fort Sill, Oklahoma
580-442-4916/4681

Pamphlet revised on 11/24/2014

Created by: Employment Readiness Program Manager

Brought to you by:

Employment Readiness Program
4700 Mow-Way Road, Fort Sill, OK
580-442-4916/4681





Tips for usajobs.gov

1. Create an account.
2. Make sure you enter accurate information in the profile section. This includes the contact information, hiring eligibility and other demographic and account information.
3. You can upload a résumé or build a résumé (**it would be wise to build the résumé**). When building your résumé, make sure every section that pertains to you is filled in.
4. List your references when you build your résumé.
5. Upload documents (preference eligible documents, college transcripts, licensures and certifications (**if you have questions contact your local , Employment Readiness office for assistance in this area**).
6. Once you have completed steps 1 through 4 you can search for jobs.
7. Make sure you have the skills that are required for the job announcement. Also make sure that those skills are listed on your resume (**It would be wise not to copy and paste this information**).
8. Find the occupational questionnaire hyper link on the job announcement (**Beware some announcements may not have a questionnaire**).
9. Click on the hyper link.
10. Look for the section that reads "Occupation Questions". Read each of the questions carefully and answer the questions honestly.
11. Your résumé should reflect the occupational questionnaire answers (**It would be wise not to copy and paste this information**).
12. Once you have completed steps 1 through 9 you can apply for the job.

Created by:

*Fort Sill Employment
Readiness Program*

*Building 4700 Mow-Way
Road Fort Sill, OK*

580-442-4916/4681



If you are a Military Spouse, ID card holding dependent, Service Member, Retiree or DOD Civilian in need of assistance with creating a resume please feel free to contact the Employment Readiness Program Manager for assistance.



Military Spouse Preference Program

Military Spouse Preference requirements.

1. Spouse must have been married to Service Member PRIOR to reporting to Fort Sill.
2. Spouse cannot register no earlier than 30 days prior to Service Member's reporting date. If an early report date was authorized and the sponsor has already reported, the spouse must obtain verification from the service member's unit in the form of a memorandum, signed by the XO or CDR.
3. Military Spouse must be an United States citizen.

Documents needed to apply for Spouse Preference

1. Spouse will need a copy of sponsor's PCS orders permanently assigning him/her to Fort Sill. Orders must have been issued (**date in the top right hand corner not the reporting date**) no more than two years from date of registering.
2. Dependent ID card.
3. Original marriage license or certified copy (**must have been married to sponsor prior to the reporting date**).
4. Copy of resume. Spouse must also have resume on file through www.usajobs.gov
5. Copy of college transcripts, DD 214s, VA letters, certifications, licenses, or any other applicable documents that pertains to you.
6. Latest performance appraisal and/or contact information for most recent supervisor. A Supervisory Certification of Performance form will be requested from the former supervisor.

Current or former Federal employees

1. Current employees need to be on LWOP or have resigned and must be accompanying sponsor to Fort Sill to be registered. Cannot continue to work at last duty station and register in PPP for Fort Sill. Please provide copy of LOWP SF50. CPAC has access to current/former Department of the Army employees SF50 but not other federal agencies.
2. Copies of all SF50s, especially the most current one. It will be needed for pay setting purposes.

Once you have obtained the above documents and have your resume on usajobs an appointment can be made to verify your eligibility and register you in the Military Spouses Preference Program. Please email a copy of your Sponsor's orders and marriage certificate to Melissa Waggener at Melissa.waggener@us.army.mil.



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 4700 Mow-Way Road, Fort Sill, OK
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Lawton/Fort Sill Major Employers

FEDERAL, LOCAL and STATE GOVERNMENT

- Civil Service - usajobs.gov
- City of Lawton - <http://www.cityof.lawton.ok.us/hr/>
- Comanche County - www.comanchecounty.us
- State of Oklahoma - <http://www.jobaps.com/OK/>

LAWTON AREA

- Bar-S Foods - <http://www.bar-s.com/contact/bar-s-job-form>.
- Cameron University - <https://cameronhr.silkroad.com/>
- CGI - <http://www.cgi.com/en/careers/working-at-cgi>
- Comanche County Memorial Hospital - www.ccmhonline.com/careers
- Comanche Nation - www.comanchenation.com
- Ez Go Foods - <http://www.ezgostores.com/>
- Goodyear Tire & Rubber Co. - <http://www.goodyear.com/careers/join/>
- Great Plains Technology Center - www.greatplains.edu
- Lawton Public Schools - www.lawtonps.org
- Lockheed Martin - <http://www.lockheedmartinjobs.com/>
- Northrop Grumman - <http://www.northropgrumman.com/Careers/>
- Raytheon - <http://jobs.raytheon.com/>
- Republic Paper - 8801 Sw Lee Blvd, Lawton, OK 73505 - (580) 510-2200
- Silverline Plastics - <http://www.slpipes.com/job-opportunities.html>
- Southwestern Medical Center - www.southwesternmedcenter.com/careers/
- The GEO Group - <http://jobs.geogroup.com/>
- WalMart/Sam's - <http://jobs.walmart.com/>

SURROUNDING AREAS

- Duncan Regional Hospital - <http://duncanregional.com/jobs-list>
- Halliburton - www.halliburton.com/en-US/careers
- Wilco Manufacturing - <http://www.wilcofab.com/wilcomachineandf.html>



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Job Search Websites

Oklahomajobmatch.com

Indeed.com

Monster.com

Simplyhired.com

Careerbuilder.com

Snagajob.com

Glasscieling.com



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