



## City of Minnetrista Application for Employment

The City of Minnetrista is an Equal Employment Opportunity employer and will not discriminate against any applicant or employee on any grounds protected under Federal, State, or Local law, including race, color, creed, religion, age, sex, sexual orientation, national origin, ancestry, marital status, disability, disability related to pregnancy or childbirth, membership or activity in any local commission, status regarding public assistance, membership or non-membership in any labor organization, or any other characteristic protected under Federal, State, or Local law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation, illegal preferences, or discrimination based upon non-job-related information or protected characteristics.

**Please print or complete application in a legible manner. Complete ALL sections of the Application; using "See Resume" when completing application may disqualify you from consideration.**

Position Applied For \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone Numbers \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Driver's License Number, Registrations, Licenses and Certificates

|    | License Type | Number | State/Class | Expiration |
|----|--------------|--------|-------------|------------|
| 1. | _____        | _____  | _____       | _____      |
| 2. | _____        | _____  | _____       | _____      |
| 3. | _____        | _____  | _____       | _____      |
| 4. | _____        | _____  | _____       | _____      |

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes \_\_\_\_\_ No \_\_\_\_\_

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_

May we contact your present Employer? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever applied for a position with the City of Minnetrista before? If yes, what position and date of application:

\_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of visa or immigration status?

(Proof of citizenship or immigration status will be required upon employment.) Yes \_\_\_\_\_ No \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Are you available to work: Full-time \_\_\_\_\_ Part-time/Seasonal \_\_\_\_\_ Temporary \_\_\_\_\_

**Consideration of Criminal Records:** Applicants who are advanced in the hiring process by being selected for an interview by the City of Minnetrista will be required to disclose their criminal record and/or criminal history at that time. Applicants who are finalists for a position with the City of Minnetrista will be subject to a criminal background investigation. Conviction will not necessarily disqualify an applicant from employment. The law or the City of Minnetrista's employment policy may disqualify an applicant with a particular criminal history background from employment in particular positions.



## Education

|  |             |    |    |    |                                     |   |   |   |                           |   |   |   |
|--|-------------|----|----|----|-------------------------------------|---|---|---|---------------------------|---|---|---|
|  | High School |    |    |    | Undergraduate<br>College/University |   |   |   | Graduate/<br>Professional |   |   |   |
| School Name & Location<br>(City, State, Zip)   |             |    |    |    |                                     |   |   |   |                           |   |   |   |
| Years Completed  | 9           | 10 | 11 | 12 | 1                                   | 2 | 3 | 4 | 1                         | 2 | 3 | 4 |
| Diploma/Degree earned  |             |    |    |    |                                     |   |   |   |                           |   |   |   |
| Major/Course of Study  |             |    |    |    |                                     |   |   |   |                           |   |   |   |
| Describe any specialized<br>training, apprenticeships, skills<br>and extra-curricular activities     |             |    |    |    |                                     |   |   |   |                           |   |   |   |
| Describe any honors you have<br>received   |             |    |    |    |                                     |   |   |   |                           |   |   |   |
| State any additional information<br>you feel may be helpful to us in<br>considering your application |             |    |    |    |                                     |   |   |   |                           |   |   |   |

List professional, trade, business or civic activities and offices held: You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.

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References: (Give name, address, and telephone number of three references who are not related to you.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If you have served in the United States military, please indicate which branch, dates served, type of discharge, and date of discharge. Also, please describe your duties and training:

Do you wish to qualify for Veteran's Preference Points? If so, please provide/attach a copy of Form DD 214:



## Employment Experience

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Dates of Employment                     |  | Work Performed |
| Address             |            | Start date:<br>End date:                |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      End |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Dates of Employment                     |  | Work Performed |
| Address             |            | Start date:<br>End date:                |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      End |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Dates of Employment                     |  | Work Performed |
| Address             |            | Start date:<br>End date:                |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      End |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

|                     |            |   |  |                |
|---------------------|------------|---|--|----------------|
| Employer            |            | Dates of Employment                     |  | Work Performed |
| Address             |            | Start date:<br>End date:                |  |                |
| Telephone Number(s) |            | Hourly Rate/Salary<br>Starting      End |  |                |
| Job Title           | Supervisor |   |  |                |
| Reason For Leaving  |            |   |  |                |

(If you need additional space, please continue on a separate sheet of paper.)

### Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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## **Applicant's Statement**

By my signature below, I promise that the information provided in this employment application and during my interviews (and accompanying resume or documentation, if any) is true and complete; and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify the City of Minnetrista if I should be convicted of a felony, or of any crime involving dishonesty, breach of trust, controlled substances, or sexual misconduct while my job application is pending, or during my period of employment, if hired.

I understand that this application shall be considered only for the position(s) listed on the first page of the application and currently available as of the date of this application.

I authorize any person, school, current employer, past employer(s), and organizations named in this application (and accompanying resume, if any) to provide the City of Minnetrista with any information and opinion requested by the City of Minnetrista in connection with any application; and I release such persons and organizations from any legal liability in making such statements.

**I understand that this application does not create a contract of employment. I understand that if hired, I am obliged to comply with any and all current and subsequently adopted City of Minnetrista policies, including physical examination and drug and alcohol testing.**

**I do not know of any reason why I would not be able to perform the duties and tasks of this position as outlined in the job description.**

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**City of Minnetrista**  
7701 County Road 110 West  
Minnetrista, MN 55364

Website: [www.ci.minnetrista.mn.us](http://www.ci.minnetrista.mn.us)  
Phone: 952.446.1660  
Fax: 952.446.1311



## **Tennesen Warning Equal Employment Opportunity & Data Practices Act**

We welcome you as an applicant for employment with the City of Minnetrista. It is the city's policy to provide equal opportunity in employment. The City will not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual orientation, status with regard to public assistance, or any other basis protected by law.

Some information contained and requested in this application is considered public data under the Minnesota Government Data Practices Act, including veteran status, relevant test scores, rank on eligibility list, job history, education, training, and work availability.

As an applicant for employment, your name is considered private until you become a finalist for employment with the City. You are considered a finalist if and when you are selected for an interview by the hiring authority. Typically, the other information contained and requested in this application is considered private data under the Minnesota Government Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information so we may accurately and completely assess your qualifications. Your application will be evaluated in comparison to the requirements of the position for which you are applying. If the City of Minnetrista hires you, some of the information contained on this application form (such as previous employment experience and educational background) will become public data.

### **Sign-Off Regarding Disqualification for Providing False Information**

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date.

I authorize investigation of any information contained in the application for employment and/or supplemental materials I have submitted in consideration for employment, as may be needed to arrive at an employment decision. I authorize any or all education institutions and prior employers listed in the application for employment to provide information they may have concerning me as it may relate to consideration of my application for employment. I release those parties from any and all liability or claims for damage that may result from such.

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Signature

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Date

**City of Minnetrista**  
7701 County Road 110 West  
Minnetrista, MN 55364

## **Veteran's Preference Form**

**Complete this form ONLY if you are a veteran and claiming a veteran's preference.**

|                         |                             |
|-------------------------|-----------------------------|
| Name:                   | Position Title Applied for: |
| Address/City/State/Zip: | Phone:                      |

### **Active duty information:**

|   |
|---|
| Have you (or your disabled or deceased spouse) served on active military duty without interruption for 181 days or more?      |
| Are you receiving or are you eligible to receive a monthly veteran's pension based exclusively on length of military service? |

### **For disabled veterans or spouses of disabled veterans:**

|                             |                                      |
|-----------------------------|--------------------------------------|
| Permanent?      Yes      No | Currently existing?      Yes      No |
| Spouses present occupation: |                                      |

Affidavit: I hereby claim a veteran's preference for this vacancy and certify that all the information given is true, complete and correct to the best of my knowledge. Attached is Form 214 confirming this status.

I hereby authorize the Veterans Administration to release information necessary to process this application to the City of Minnetrista.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## NOTICE TO APPLICANT

The Minnesota Government Data Practices Act (MS 13.01 - 13.88) has two sections that affect applicants seeking employment with the City of Minnetrista

When you are asked to provide personal data, the City must advise you of:

- 1) the purpose and intended use of the data
- 2) whether you may refuse or are legally required to submit the requested data
- 3) any known consequences arising from your supplying or refusing to supply data
- 4) the identity of other persons or organizations authorized by the state or federal law to receive the data you provide.

The following information you provide for employment is automatically public:

- 1) veterans status
- 2) job history
- 3) education and training
- 4) relevant test scores
- 5) rank on our eligibility list
- 6) work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment. If you are hired, the following additional data about you will be public:

- 1) name
- 2) city and county of residence
- 3) actual gross salary range and actual gross pension
- 4) the value and nature of employer paid benefits, including the basis for and the amount of any added remuneration to your salary
- 5) job title and description
- 6) dates of your first and last employment with us
- 7) the status of any written complaints or charges against you while you work for the City of Minnetrista and whether or not they resulted in disciplinary action, the terms of any agreement settling any dispute arising out of employment with the City
- 8) work location, telephone number and badge number
- 9) education training and background
- 10) honors and awards you have received
- 11) time sheets or other comparable data that are only used to account for your work time for payroll purposes
- 12) previous work experiences.

All data concerning you, which is placed in your personnel files and which is not listed above, is private data. This private data will be available to you and to those members of City staff needing to process City records. In addition, the following persons or organizations are authorized by state or federal law to receive this information if they so request.

- 1) bureau of census
- 2) federal, state and county auditors
- 3) state department of welfare
- 4) department of welfare
- 5) federal officials investigating compliance with affirmative action and equal employment opportunity requirements
- 6) labor organizations and the Bureau of Mediation Services
- 7) data may also be made available through a court order.

With the exception of demographic data, the data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying. Racial and ethnic data are used in summary form by the City's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing racial and ethnic data about yourself is voluntary.