

APPLICATION FOR EMPLOYMENT

CITY OF MAHTOMEDI
600 Stillwater Road
Mahtomedi, Minnesota 55115

Date Received by City: _____
Telephone: 651-426-3344
Fax: 651-426-1786

Instructions. Please **print** or **type** your responses. You may attach a resume if appropriate. You must fill out the application form, even if your answers duplicate information on your resume. Where additional space is necessary, you may attach a separate sheet and note the number of the question to which you are responding. Read the Terms of Application and Employment carefully before signing the application. All information on this application will be treated confidentially. **The City of Mahtomedi is an equal opportunity employer.**

GENERAL INFORMATION

1. Title of position for which you are applying 2. Date of application 3. Date available for work

4. Last name First name Middle name 5. Social security number

6. Are you over the age of 18? Yes No 7. Residence phone 8. Business phone

If no, state date of birth _____

9. Street address 10. City 11. State and zip code 12. County

13. Do you have any relatives working for the City? Yes No

If yes, relationship _____ Department _____

14. Employment condition desired: 15. Have you previously been employed by the City?

(check one) (check one) Yes No

Regular Full time

Temporary Part time If yes, date _____ Position _____

16. If position involves driving, please indicate driver's license information:

Number _____ State _____ Class _____

EDUCATION AND EXPERIENCE

17. Education and Training. Did you graduate from high school or receive a GED?

Yes No School attended _____

How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Employing firm	Address	Phone number
_____	_____	_____
Position title	Number and type of positions you supervised	
_____	_____	
Length of employment	Supervisor	Supervisor's title
From _____ To _____	_____	
Last Salary	Hours per week	Reason for leaving
_____	_____	_____
Principal responsibilities		

May we contact this employer?		
___ Yes ___ No If no, explain: _____		

Employing firm	Address	Phone number
_____	_____	_____
Position title	Number and type of positions you supervised	
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Length of employment	Supervisor	Supervisor's title
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Last Salary	Hours per week	Reason for leaving
_____	_____	_____
Principal responsibilities		

May we contact this employer?		
___ Yes ___ No If no, explain: _____		

21. Job Relevant Volunteer and Unpaid Work Experience. Do not include dates for experience that occurred more than ten years ago.

Kind of activity (Do not specify organization)	Major responsibilities	Hours per month	Years	
			From	To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

22. Other Qualifications. Describe any additional experience or training that qualifies you for this job:

23. Computer Experience. If it is applicable to the position for which you are applying, describe your familiarity with computer hardware and word processing, data management, spreadsheet or other software programs.

24. Business Equipment Experience. If it is applicable to the position for which you are applying, describe your familiarity with copy machines, fax machines, dictation equipment or other business systems.

25. Skilled Trade, Labor and Maintenance Experience. If it is applicable to the position for which you are applying, describe your familiarity with maintenance tools and equipment including light or heavy machinery.

List apprenticeships served and trades learned.

List current job-relevant licenses and certificates held.

26. Military Service. Have you ever served in the U.S. armed forces?

Yes No Branch _____ Grade or rank _____
Nature of duty or training _____

Induction date _____ Present service classification _____
Separation date _____ Type of discharge or separation _____

Do you wish to apply for veterans preference points? Yes No

If yes, you must complete the enclosed application for veterans preference points, and submit the application and required documentation to the City of Mahtomedi within seven days of the application deadline for the position for which you are applying.

OTHER INFORMATION

27. Have you ever been convicted of violating any law, except minor traffic violations? Minor traffic violations are those for which a jail term could not be imposed. You may answer no to this question if the conviction or criminal records thereof have been annulled, expunged, sealed, set aside, purged, or if you have been pardoned pursuant to law.

Yes No

If yes, please list the date, place, nature of the offense and disposition of the case.

Have you ever been disciplined by a regulatory agency for conduct that may relate to the position for which you are applying?

Yes No

If yes, please list the date, place, nature of the offense and disposition of the case.

Disclosure of a criminal record or regulatory discipline will not automatically disqualify you from employment consideration. Your case will be judged on its own merits. However, false statements or withholding information will result in being barred from employment or being removed from employment.

28. Do you have the legal right to work in the United States? Yes No

In accordance with applicable law, the City of Mahtomedi hires only individuals lawfully authorized to work in the United States. If hired, you will be required to provide written documentation of citizenship or legalized alien status. Failure to provide such documentation will result in dismissal.

TERMS OF APPLICATION AND EMPLOYMENT

29. Disclosures. You are advised that information requested on this form will be used for the purpose of determining job qualifications, salary rates within range and for summary data purposes, and may constitute a public record according to Minnesota Statutes. You are not legally required to supply the requested information, but the information is necessary to determine your qualification for the position for which you have applied. An incomplete application may hinder your employment with the City. All materials submitted in support of an application are normally retained with the applications and are not returned. You should not submit an original document if it is your only copy.

30. I, the undersigned, state that all information given by me in this Application is true to the best of my knowledge. I authorize the City of Mahtomedi to verify such information and to contact any reference given by me in connection with my Application for employment, and should I be employed by the City of Mahtomedi, I agree that:

- My employment shall be in accordance with the terms of this Application and the City of Mahtomedi's rules and regulations, which may be modified at any time by the City of Mahtomedi.
- I agree that employment may be contingent upon meeting all placement considerations, including medical ones.
- I understand that if I am hired for this position, I may be required to undergo a physical examination at the City of Mahtomedi's expense to determine whether or not I am able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for me.
- I authorize the City of Mahtomedi to investigate all statements contained in this Application and hereby release my former employers and the City of Mahtomedi from any and all liability on account of furnishing such information to the City of Mahtomedi. I understand that the City of Mahtomedi has the right to verify information provided in the Application. If there are any misrepresentations on this Application or my resume or made by me in an interview, which may be discovered now or anytime in the future, I may be discharged. False information or misrepresentation may also subject me to the penalty provisions of M.S. 43A.39.
- In connection with this Application for employment, I authorize the City of Mahtomedi and any agent acting on its behalf to conduct any inquiry into any job-related information contained in this Application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Mahtomedi and any agent acting on its behalf from any and all liability by reason of requesting such information from any person.

Yes Yes, but not present employer until job is offered.
 No (The City of Mahtomedi may not be able to hire you without this information.)

- The City of Mahtomedi shall have the right at any time after the termination of my employment to furnish others information concerning my employment record, work habits, and work performance with the City of Mahtomedi, including the information contained in this application, or copies of any information, which is maintained in my personnel file, subject to the, subject to the Minnesota Data Practices Act. I specifically release the City of Mahtomedi, its officers, directors, agents, and employees from any and all liability regarding the release of any information described in this paragraph.

FALSIFICATION, MISREPRESENTATION, OR OMISSION OF INFORMATION ON THIS, OR ON ANY OTHER EMPLOYMENT FORM, SHALL BE GROUNDS FOR IMMEDIATE TERMINATION, REGARDLESS OF WHEN SUCH FALSIFICATION, MISREPRESENTATION, OR OMISSION IS DISCOVERED.

I declare that any and all statements in this Application or information provided is true and complete and hereby acknowledge that I have read and understand the information set forth above.

Date _____ Signature (Do not print) _____

Human Resource Use Only:

Date of Interview: _____

Date of Offer: _____

Start Date: _____

**CITY OF MAHTOMEDI
TENNESSEN WARNING**

In Accordance with the Minnesota Government Data practices Act, the City of Mahtomedi is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for the City of Mahtomedi job openings.

You are not required to provide this information, however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary unless you are hired. If hired, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, the City of Mahtomedi will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the City hiring process. Persons or agencies with whom this information may be shared include:

1. Heads of department where job openings occur.
2. Supervisors in departments where job openings occur.
3. Human Resources Department.
4. Payroll Clerk/Department.

Unless otherwise authorized by state statutes or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the data maintained on you.
2. Be told the contents and meaning of the data.
3. Contest the accuracy and completeness of the data.

To exercise these rights, contact: City Administrator/City Personnel Officer.

I have read and understand the above information regarding my rights as a subject of government data.

Date

Signature

An Equal Opportunity Employer

