

Date Received

## CITY OF BLUE EARTH APPLICATION FOR EMPLOYMENT

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. Are you over the age of 18?      Yes <input type="checkbox"/> No <input type="checkbox"/> If no, state date of birth: _____		6. Residence phone	7. Business phone	8. County
9. Street address		10. City		11. State and zip code
12. Do you have any relatives working for the City? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, relationship _____ Department				
13. Employment condition desired: (check one)                                      (check one) <input type="checkbox"/> Regular <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time		14. Have you previously been employed by the City? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, date _____ Position		
15. If position involves driving, please indicate driver's license number.  _____ State _____ Class				
16. Education. Did you graduate from high school or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> 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				
Names and locations of colleges, universities, technical schools	Did you graduate?	Certificate/degree	Course of study	
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> Yes <input type="checkbox"/> No			

17. Employment history. Experience and training ratings are determined by this information - please be complete. List your present or most recent experience first. Attach additional sheets if necessary. You may use your resume to further detail the information requested in these boxes. However, please be sure to complete all requested information.

Employment Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Duties / Responsibilities:

Length of Employment

From

Month: \_\_\_\_\_ Year: \_\_\_\_\_

To

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving

\_\_\_\_\_

May we contact your present employer?

Yes  No

If no, explain

Employment Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Duties / Responsibilities:

Length of Employment

From

Month: \_\_\_\_\_ Year: \_\_\_\_\_

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Month: \_\_\_\_\_ Year: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving

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May we contact your present employer?

Yes  No

If no, explain

Employment Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Duties / Responsibilities:

Length of Employment

From

Month: \_\_\_\_\_ Year: \_\_\_\_\_

To

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving

May we contact your present employer?

Yes  No

If no, explain

Employment Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Number and type of positions you supervised: \_\_\_\_\_

Duties / Responsibilities:

Length of Employment

From

Month: \_\_\_\_\_ Year: \_\_\_\_\_

To

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Hours per week: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Reason for leaving

May we contact your present employer?

Yes  No

If no, explain

18. Relevant current professional memberships, registrations, or licenses. Include date when first issued.

19. **Job-Relevant Volunteer and Unpaid Work Experience**

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

20. Describe any additional experience or training that qualifies you for this job.

21. Experience with following: (Please state # of years)  
 Microsoft Suite: \_\_\_\_\_  
 Banyon: \_\_\_\_\_  
 Adobe: \_\_\_\_\_

22. In accordance with the Immigration Reform and Control Act of 1986, the City of Blue Earth hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

23. Minn. Stat. Sec. 518.611, Subd. 8, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

24. Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? No  Yes   
 If 'Yes', are you a permanent resident of the State of Minnesota?  No  Yes  
 Describe your duties and any special training:

25. If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

26. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits, and character.

NAME	E-MAIL	TELEPHONE	POSITION/RELATION

SIGNATURE

The City has the right to verify information provided in the application. I may be discharged 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. 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 Blue Earth and any agent acting on its behalf to conduct an 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 Blue Earth and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES  YES, but not present employer until job is offered.  NO (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true complete and hereby acknowledge that I have read and I understand the information below.

Date \_\_\_\_\_ SIGNATURE (Do not print) \_\_\_\_\_

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the City Administrator by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Gender, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.

ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC, THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE

The City of Blue Earth does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the City of Blue Earth to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

THE CITY OF BLUE EARTH IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

# CITY OF BLUE EARTH

## SUPPLEMENT TO APPLICATION FOR EMPLOYMENT

It is the policy of the City of Blue Earth to provide equal employment opportunity to all employee and applicants for employment without regard to race, color, creed, religion, gender, national origin, disability, political affiliation or belief, status with regard to public assistance, and marital status. Various federal and state agencies require employers to collect information about applicants. Information requested on this sheet is for the purpose of complying with these record keeping requirements and to determine recruiting and employment patterns. This sheet will be kept confidential and maintained separately from your application form. Completion of this sheet is voluntary and is not a requirement for employment.

### **Please print:**

Position Applied For: \_\_\_\_\_

### **REFERRAL SOURCE:**

- Walk-in
- Newspaper Advertisement
- Other Publication
- State Employment Agency
- Private Employment Agency
- Civic Organization
- Employee Referral
- City Hall Posting
- Other

### **WHAT IS YOUR RACE?**

- Caucasian
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Other

### **WHAT IS YOUR GENDER?**

- Female
- Male

### **DO YOU HAVE A DISABILITY?**

- No
- Yes (Have a physical, sensory, or mental impairment which substantially limits a major life activity or have a history of such impairment).

# CITY OF BLUE EARTH

## VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points you must:

1. be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

YOU MUST SUPPLY A COPY OF YOU DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSE APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS?  YES  NO

If you answered "yes," your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position.

### VETERAN'S PREFERENCE POINTS APPLICATION

Applicant Name:

Veteran  Self  Spouse If spouse, veteran's name:

Branch of Service:

Period of Active Duty

From:

To:

Rank at Discharge:

Type Discharge:

Date of Final

Discharge:

Service Number:

Are you receiving or eligible for a military pension?  Yes  No

Do you have a compensable service-related disability?  Yes  No

Preference Requested:  Veteran

Disabled Veteran

Spouse of Disabled Veteran

Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation:  is attached  will be submitted within 7 days of application deadline

FOR OFFICE USE ONLY

5 Points

10 Points