

Work Experience (continued)

Employing Firm		Address	Phone Number
Position Title		Number and type of positions you supervised	
Length of Employment From: To:		Supervisor	Supervisor's Title
Last Salary	Hours per Week	Reason for Leaving	
Principal Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			

Employing Firm		Address	Phone Number
Position Title		Number and type of positions you supervised	
Length of Employment From: To:		Supervisor	Supervisor's Title
Last Salary	Hours per Week	Reason for Leaving	
Principal Responsibilities			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, explain:			

Work Experience (continued)				
Employing Firm		Address		Phone Number
Position Title			Number and type of positions you supervised	
Length of Employment From: To:		Supervisor		Supervisor's Title
Last Salary	Hours per Week	Reason for Leaving		
Principal Responsibilities				
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If no, explain:				

14) 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 completed (circle one) Grade Sch: 7 8 High Sch: 9 10 11 12 College: 13 14 15 16 Post Grad: 1 2 MA PHD		
Name, Location of College, University or Tech School	Qtr. or Sem. Hrs	Did you graduate?	Certif. or Degree	Course of Study
15) Relevant current professional memberships, registrations or licenses. Include date issued.				

16) Job Relevant Volunteer and Unpaid Work Experience

Kind of Volunteer Activity (Do not specify organization)	Major Responsibilities	Percent of Time per Responsibility	No. Hrs. per month	Years	
				From	To

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

18) Office Equipment, word processing and computer experience

Hardware Experience *(be specific)*

Software Experience *(be specific)*

Other	Typing Speed <i>(words per minute)</i>
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19) Driver's Information *(include if position involves driving)*

Driver's License Number	State	Class
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20) References

Name	Present Address	Telephone	Position and Relation to Your Work

21) Legal to Work

Do you legally have the right to work in the United States? Yes No

In accordance with the Immigration Reform and Control Act of 1986, the City of Spring Park 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 programs.

The City of Spring Park is an Equal Opportunity Employer. The City of Spring Park does not discriminate in employment on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation or age. Managers and supervisors are required to make all employment decisions on the basis of individual ability and merit, without discrimination or favor.

City of Spring Park Employment Application Instructions

General Information

- **IMPORTANT!** You must complete all parts of the application. Read the job announcement carefully before you apply. Announcements may contain special instructions and requirements.
- Type or print clearly in dark ink. Legible photocopies are acceptable.
- We can not be responsible for failure of other agencies or postal services to forward applications by the deadline. Applications will not be accepted unless they are received at the City of Spring Park City Hall on or before the closing date of the job announcement.
- If your application is incomplete or does not clearly show the experience and/or training required, your application will be rejected.
- Resumes may be submitted with the application, but not in lieu of a completed application.
- Your application and all attachments become the property of the City of Spring Park and will not be returned. Keep a copy of your completed application.

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; it may be released only to you or to agencies where you may be considered for employment (to comply with Minnesota Statutes 13.43, Subd. 2). If you are employed, the data will be available to the Administrator/Deputy Clerk, 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 or Deputy Clerk of Spring Park.

Private Data	Why we ask for it?	Are you legally obligated to provide it?	What may happen if you do not provide it?
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	NO	In most cases, nothing. However, it will help to ensure we do not confuse your records with those of others.
Name	To distinguish you from all other applicants	YES	Failure to provide information may be cause for rejecting an application.
Address	To make it possible for us to send you messages.	YES	Failure to provide information may be cause for rejecting an application.
Home Telephone	To enable us to contact you to arrange an interview.	NO	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Conviction Record	To determine whether we may process an application from you and to determine whether your record may be a job-related consideration	YES	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Spring Park is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not the public. The personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Spring Park. All data collected is considered private except for the following:

- (1) Your veteran's status.
- (2) Relevant test scores.
- (3) Your rank on our eligibility list.
- (4) Your job history.
- (5) Your education and training.
- (6) Your work availability.

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Spring Park. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the Spring Park City Administrator's Office in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the City of Spring Park to monitor protected class employment and to meet federal, state, and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date _____

CLAIM FOR VETERAN'S PREFERENCE

The eligibility requirements for veteran's preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Anyone eligible for receiving a monthly veteran's pension benefit based exclusively on length of military service is not eligible. Providing the information in this section is voluntary. You must do so if you wish to obtain the preference.

Veteran Eligibility for Open Competitive Position (5 Points)

Must be a U.S. Citizen or resident alien who has separated under honorable conditions:

- (1) After serving on active duty for 181 consecutive days, or
- (2) By reason of disability incurred while serving on active duty.

Disabled Veteran Eligibility for Open Competitive Position (10 Points)

Must have a compensable service connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

Disabled Veteran Eligibility for Promotional Position (5 Points)

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

Eligibility as a Spouse of a Deceased or Disabled Veteran

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS/HER FORM DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY.

City of Spring Park Veteran's Preference Claim Form

For V.A. Use Only: Is the veteran named below rated as having a compensable service-related disability?

No Yes % of Disability _____ By _____ Date: _____

Name of Veteran (last – first – middle)

Name of Applicant – if different than veteran (last – first – middle)

Address _____ City _____ State _____ Zip _____

Classification

To Be Completed by Veteran or Spouse of Deceased Veteran

Are you a U.S. Citizen or resident alien? No Yes Were you honorably discharged from military service?

No Yes Were you separated from military service after serving active duty for at least 181 consecutive days?

No Yes Do you currently have a compensable service-related disability? No Yes If yes, and if you are seeking your first promotion with the City of Spring Park, what is the % of your disability? _____% Are you currently receiving a monthly pension based exclusively on length of military service? No Yes

Branch of Service _____ Date of Discharge _____ Serial Number _____ Type of

Separation _____ Date of Entry _____

For spouse of deceased veteran, date of death _____

If Spouse of Disabled Veteran, please answer the following:

If spouse is disabled, please explain why your spouse does not qualify for this position: _____

Claim Number (if disabled) _____ State Claim is Filed In _____

Signature of Veteran _____

Social Security Number _____

Date _____

EMPLOYEE CERTIFICATION

Before signing this application, please read the following waiver carefully.

- (1) I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
- (2) I authorize all current and previous employers to release job-related information upon the written request of the City Administrator's Office. However, I understand that if, in the Employment History section, I have answered "No" to the question, "May we contact this employer?" contact with the employer will not be made without my specific authorization.
- (3) I authorize the City Administrator's Office to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
- (4) I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.

Applicant's Printed Name: _____

Applicant's Signature: _____ Date _____

BEFORE YOU SUBMIT YOUR APPLICATION, HAVE YOU:

- Thoroughly read this entire application with special attention to the Tennessean Warning?
- Signed this application in all the required places? This application will not be accepted without all necessary signatures.
 - Tennessean Warning
 - Claim for Veteran's Preference, if applicable
 - Employee Certification
- Provided sufficient information so that proper credit for training and experience are given?
- Completed the claim for Veteran's Preference if applicable to you? Also, a copy of your Form DD214 must be submitted at the time of application to determine your eligibility for points.
- Have you included copies of all required licensing and / or certificates?

The City of Spring Park needs your cooperation in the completion of this form. It will enable the City to report accurate information to both the State and Federal governments.

AFFIRMATIVE ACTION APPLICANT INFORMATION

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will **not** be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position Applying For: _____

Department: _____

Instructions: Check the choice that answers each of the following questions.

(1) What sex are you? Male Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- _____ American Indian/Alaskan Native
- _____ African American
- _____ Asian and Pacific Islander
- _____ Spanish or Mexican American
- _____ White
- _____ Other _____

(3) Do you have a disability? No Yes

(4) How did you learn about this job opening? (check any that apply)

- _____ City Website
- _____ The Laker
- _____ The Lakeshore Weekly News
- _____ School
- _____ City Employee
- _____ League of MN Cities Website or Bulletin
- _____ Other (be specific): _____