



Application for Employment

500 Center Ave., Box 779, Moorhead, MN 56561

Personal Information

Name _____ **Desired Position** _____
Address _____ **Date** _____
Home Phone _____
Work Phone _____ **Cell Phone** _____
E-mail _____ **SS# (optional)** _____

Education

School and Address	Did you Graduate?	Certificate/Diploma/Degree Earned	Major/Minor
High School	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> GED		NA
College/University/Technical School	<input type="checkbox"/> Yes <input type="checkbox"/> No		
College/University/Technical School	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Work Experience

Current/ Most Recent Employer:	Dates of Employment: From _____ To _____ Total Years: ____ Total Months: ____
Address:	Reason for Leaving:
Position Title:	Last Salary:
Supervisor's Name:	May we Contact this Person?
Supervisor's Title:	Telephone:
Primary Responsibilities:	

Prior Employer:	Dates of Employment: From _____ To _____ Total Years: ___ Total Months: ___
Address:	Reason for Leaving:
Position Title:	Last Salary:
Supervisor's Name:	May we Contact this Person?
Supervisor's Title:	Telephone:
Primary Responsibilities:	

Prior Employer:	Dates of Employment: From _____ To _____ Total Years: ___ Total Months: ___
Address:	Reason for Leaving:
Position Title:	Last Salary:
Supervisor's Name:	May we Contact this Person?
Supervisor's Title:	Telephone:
Primary Responsibilities:	

Current Licenses

Driver's License	Yes <input type="checkbox"/>	No <input type="checkbox"/>	State:
CDL License = A, B or Both	A <input type="checkbox"/>	B <input type="checkbox"/>	Both <input type="checkbox"/>

Other Training or Experience

Describe any other past training or experience - paid or unpaid - that has prepared you for this job. Please be specific.

Indicate which software programs you are familiar with:

Microsoft Word	<input type="checkbox"/>	Microsoft Access	<input type="checkbox"/>
Microsoft Excel	<input type="checkbox"/>	Adobe Reader	<input type="checkbox"/>
Microsoft PowerPoint	<input type="checkbox"/>	Other _____	<input type="checkbox"/>

Labor and Skilled Craft Applicants Only

List all machines and equipment you have experience operating.

Other Information

Do you have a social security number? Yes No

If not, have you tried to get one and failed? Yes No

If not, do you have an Alien Registration Receipt Card? Yes No

Can you legally accept permanent employment in the United States? Yes No

Are you over the age of 18? Yes No

If not, please state you birth date _____

Have you ever been bonded on a job? Yes No

If so, when and where? _____

Could you be bonded? Yes No

Getting bonded can be difficult for persons who have been convicted of certain criminal offenses. This information will not necessarily preclude you from consideration for employment with the City of Moorhead.

Do you have access to adequate transportation to get you to work on time daily? Yes No

Is there any reason why you cannot be at work on time every day? Yes No

Summary

Briefly summarize the reasons why you should be selected for this job.

Information For Applicants For Employment With The City Of Moorhead

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

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

- 1. Name*
- 2. Home address
- 3. Home phone number
- 4. Age group
- 5. Disability type
- 6. Racial/ethnic group

* Names become public when certified as a "finalist"-see below.

We ask this information for the following reasons:

- 1. To distinguish you from all other applicants and identify you in our personnel files.
- 2. To help us to be sure that you are the individual who makes the application.
- 3. To help us contact you when more information is required, when we send you notices and/or when we schedule you for interviews.
- 4. To see if you meet the minimum wage requirements (if any).
- 5. To conduct proper background investigations needed when applying for a position.
- 6. To determine whether or not any conviction record may be a job related consideration affecting your suitability for the position you applied for.
- 7. To enable us to ensure your rights to equal opportunities.
- 8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel in the City of Moorhead and in the administration of personnel policies, rules and regulations.

FURNISHING RACE, SEX, AGE GROUP, AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the City Offices who have justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process, which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by the City to be finalists for a position with the City. "Finalist" means a person who is selected to be given an interview with the City Manager, or his/her designee, as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning.

I further certify that the facts set forth in the above Application for Employment are true and correct.

I understand that, if employed, false statements on this application shall be considered sufficient cause for dismissal.

Unless otherwise indicated above, the City of Moorhead is hereby authorized to contact my former employers for information concerning my employment, ability, experience and behavior on the job.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the City of Moorhead and myself.

I further understand and agree that the City or myself may terminate the employment relationship that may result from my application at any time.

Signature of Applicant _____ **Date** _____

Veteran's Preference

The following summarizes the major points of M.S. 43A.11 as amended, which now governs the granting of veteran's preference at both the state and local levels. This chapter may be ordered from the Documents Section, Department of Administration, 117 University Avenue, St. Paul, Minnesota 55155.

- A. General Requirements: Applicants must meet all of the following to qualify for any preference points:
- 1) Meets qualifications of position and/or received final passing score in the exam process without addition of preference points.
 - 2) Separated under honorable conditions from any branch of the armed forces of the United States.
 - 3) Served on active duty for 181 consecutive days or more or was separated by reason of disability incurred while serving on active duty.
 - 4) Is a United States citizen.
 - 5) Is not eligible for or currently receiving a monthly veteran's pension benefit based on length of military service.
- B. Points Granted:
- 1) Five (5) points granted to a non-disabled veteran who meets all of the General Requirements.
 - 2) Five (5) points granted to a spouse (if not remarried) of a deceased veteran who meets all of the General Requirements.
 - 3) Ten (10) points granted to a disabled veteran who meets all of the General Requirements if:
 - a) the veteran has a compensable service-connected disability as judged by the United States Veterans Administration or by the Retirement Board of the Branches of the Armed Forces.
 - b) the disability exists at the time preference is claimed.
 - 4) 10 points granted to the spouse of a disabled veteran who meets all of the General Requirements and the requirements listed in 3 above, but who is unable to qualify because of the disability.

Veteran's Preference Declaration

DIRECTIONS: Complete either item number 1 or item number 2 below; sign and insert this form into the completed application form.

1. I am eligible to receive _____ preference points. I certify that I am eligible to receive the preference so declared based on my understanding of the provisions of Minnesota Statutes 43A.11. I further certify that I served in the following branch of the armed forces of the United States: _____ on active duty for 181 or more consecutive day's from: _____ to _____
Month Day Year Month Day Year

and was separated under:

_____ honorable conditions

_____ disability incurred while serving on active duty.

(Please include a copy of your DD #214)

I am not eligible for or currently receiving a monthly veteran's pension benefit based exclusively on length of military service.

If I have declared ten (10) preference points, I hereby certify that I am a disabled veteran with a compensable service connected disability as judged by the U.S. Veteran's Administration or by the retirement boards of the branches of the armed forces, that the disability exists at this time, and that the disability would not, to the best of my knowledge, prevent me from completely performing essential functions of the position I have applied for.

DATE: _____

NAME: _____

SIGNATURE: _____

2. I do not claim veteran's preference points.

DATE: _____

NAME: _____

SIGNATURE: _____



ADDENDUM TO APPLICATION OF EMPLOYMENT

PRIVATE ADMINISTRATION DATA FOR EQUAL EMPLOYMENT OPPORTUNITY

Instructions

The policy and intent of the City of Moorhead is to provide equal employment opportunity for all persons regardless of race, color, creed, religion, national origin, marital status, disability, sex, age, or status with regard to public assistance.

INDIVIDUALS WILL SEPARATE THIS SHEET FROM YOUR APPLICATION OTHER THAN THOSE WHO MAKE EMPLOYMENT DECISIONS AND THE REQUESTED INFORMATION WILL IN NO WAY AFFECT YOU AS AN INDIVIDUAL APPLICANT. This information will be used to determine the effectiveness of our recruiting efforts in reaching all segments of the population and in validation of our selection methods.

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 selection of employees for the City of Moorhead.

Which sex are you? Male _____ Female _____

Of the following, what racial/ethnic group do you consider yourself?

- _____ American Indian or Alaskan Native
- _____ Black (Non-Hispanic Origin)
- _____ Hispanic
- _____ White (Non-Hispanic Origin)
- _____ Asian or Pacific Islander

Do you consider yourself to be disabled: Yes _____ No _____

(Disabled means any person who has a physical or mental impairment that materially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.)

How did you learn about this job?

- _____ Forum Want Ad
- _____ Minnesota State Employment Service
- _____ North Dakota State Employment Service
- _____ NDSU Placement Office
- _____ Concordia College Placement Office
- _____ MSUM Placement Office
- _____ Minnesota State Community and Technical College
- _____ Other School (please list) _____
- _____ Other Source (please list) _____

Thank you for your assistance.

***PLEASE INSERT THIS PAGE INTO THE COMPLETED APPLICATION FORM
AND RETURN TO THE CITY HUMAN RESOURCES OFFICE.***



BACKGROUND INVESTIGATION

As an applicant for employment with the City of Moorhead, you are being asked to provide information about yourself, which will be used to evaluate your suitability for this type of employment.

The purpose of this background investigation is to review information concerning criminal and non-criminal history, which reflects upon the character of you as an individual. The Police Department will be involved in this screening process. This process will include, but not be limited to, all incidents of police contact in the areas of domestic abuse, child abuse, sexual misconduct, fraud, theft, abuse of controlled substances, alcohol abuse, driving record and/or other incidents or information (conviction data, incident data, neighborhood data) which may be relevant during the hiring process for City of Moorhead positions.

The purpose and intended use of this data is to conduct the background inquiries under applicable City of Moorhead policies before offering employment to a perspective applicant. The specific use for each category of data is described below:

1. To conduct a criminal history and background check name(s) by which an applicant is known must be listed.
2. In order to access driver's license data, date of birth must be supplied.
3. In order to access criminal history data, date of birth and gender must be supplied.
4. A criminal history, background check and driver's license check are required minimum selection standards under applicable City policy in order to determine whether there are any job-related factors which affect the applicant's suitability for employment.

This data will be used solely for the above-mentioned purposes. The data will be forwarded to the appropriate City staff and/or consultants as determined necessary for completion of the background investigation. This data may also be used for other purposes necessary for the administration of law, rule or ordinance but will be disseminated only as required by law.

You are not legally required to provide the requested information. However, if you do not, the City of Moorhead will be unable to conduct the required background inquiries and will not be able to process your application and the City of Moorhead will not be able to consider you for employment.

PLEASE DO NOT FILL OUT THIS FORM IF YOU ARE UNDER AGE 18

YOUR FULL NAME: _____
First Middle Last

OTHER NAMES YOU HAVE BEEN KNOWN TO USE: _____

YOUR CURRENT ADDRESS: _____
City State Zip Code

OTHER STATES IN, WHICH YOU HAVE RESIDED: _____

YOUR BIRTH DATE: _____
Month Day Year

I hereby authorize the City of Moorhead to use this information to determine my suitability for employment.

Signature

Date