

CITY OF HANCOCK

APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment. Your application will be considered with others in competition for this vacancy. It is the policy of the City of Hancock to provide equality of opportunity in employment. This policy prohibits discrimination on the basis of race, color, religion, national origin, political affiliation, disability, marital status, sexual orientation, sex or age in all aspects of the City's personnel policies, programs, practices and operations. This policy applies to all phases of full-time, part-time, temporary and seasonal employment. The information contained in this application will be governed by the Minnesota Government Data Practices Act—see attached "Tennessee Warning." Please furnish us with complete information. You are encouraged to attach any additional information which you believe qualifies you for the position.

Type of work you are applying for: _____ Date available _____

Personal Information:

Name _____

Address _____

City _____ State _____ Zip _____ Phone _____

Driver's License# _____

Class _____ State of Issue _____

Please list any endorsements: _____

Educational Information:

High School _____ Circle last grade completed: 9 10 11 12

Post Secondary Information (please include degree or certificate received)

School:

Degree:

Conviction Information:

No person shall be disqualified from public employment solely or in part because of prior conviction of a crime or crimes, unless the crime or crimes for which convicted directly relate to the position of employment sought. In determining the effect of the conviction, the City shall consider the requirements of Minnesota Statutes, Chapter 364, Applicants who are finalists for certain positions will be subject to a criminal background investigation.

Please list your employment history- most recent first:

Employer's Name	Employer's Address And Phone	Position Held and wage	Duties Performed	Immediate Supervisor

May we contact your present employer? _____ Yes _____ No

If no, please explain: _____

References:

Name:

Address:

Phone:

1. _____

2. _____

3. _____

Are you legally eligible to work in the U.S.? _____ Yes _____ No

KNOWLEDGE, SKILLS AND ABILITIES

COMPUTER EXPERIENCE: ____ Yes ____ No

If yes, please list computer software programs and hardware you are skilled with:

LIST OTHER OFFICE EQUIPMENT YOU CAN OPERATE:

LIST ANY SPECIAL COURSES, SEMINARS, WORKSHOPS, AND/OR TRAINING YOU ATTENDED THAT RELATE TO THE JOB YOU ARE APPLYING FOR:

IF RELEVANT, LIST OTHER REGISTRATIONS, LICENSES OR CERTIFICATES YOU HAVE:

Type: _____ Date Issued: _____ Date Expired: _____

Type: _____ Date Issued: _____ Date Expired: _____

FOR LABOR & SKILLED TRADES—List the equipment you are capable of operating:

PLEASE USE THIS SECTION TO ADD ANY ADDITIONAL INFORMATION YOU DEEM RELEVANT TO BETTER ASSESS YOUR SUITABILITY FOR THE POSITION APPLIED FOR:

Veterans Preference Points 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 Statute 43A.11. To be eligible for veterans preference points, you must:

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 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 points without it.

You must supply a copy of your DD214. Disabled veterans must also supply Form P1-802 or an equivalent letter from a service retirement board. Eligible spouses applying for preference points must supply their marriage certificate, the veteran's DD214 and FL0892 or death certificate. If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

Applicant's Full Name _____ Position _____

Applying For _____

Are you applying for veteran's bonus points? Yes _____ No _____

If you answered "yes" you must complete the following Veterans Preference Application: Your DD214 or other documentation must be received by the Clerk/Treasurer no later than seven calendar days after the application deadline.

Veterans Preference Application:

Veteran: Self _____ Spouse _____ If Spouse, veteran's name: _____

Branch of Service: Period of Active Duty From: _____ To: _____

Rank at Discharge Type of Discharge Date of Final Discharge Service # _____

Do you have a 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). If the documentation is not attached it must be received by the Human Resources Office no later than 7 calendar days after the application deadline for the position to guarantee points are awarded in a timely manner.

Supporting documentation is attached _____ Will be submitted within 7 days _____

Signature:

I understand the City of Hancock 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 for cause without severance pay of any kind. 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 Hancock 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 Hancock and any agent acting on its behalf from any and all liability by reason of requesting such information from any person.

I declare that any and all statements made in this application or information provided are true and complete and hereby acknowledge that I have read and understand the information contained herein.

Date _____

Signature _____

2D Legal

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, the City of Hancock is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to 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 at the City of Hancock. All data collected is considered private except for the following:

- Your Veteran's status
- Relevant test scores
- Your job history
- Your education and training
- Your work availability

Your name is considered to be 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 Hancock.

Private data is available only to you, to appropriate city employees, and others as provided by state and federal laws 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.

The information you give about yourself is needed to identify you and to assist the City of Hancock in determining your suitability for the position for which you are applying.

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

APPLICANT SIGNATURE