

**City of Pierz
PO Box 367
Pierz, MN 56364**

Application for Employment

Title of Specific Position for which you are applying	Date of Application	Date available for work
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Last Name	First Name	Middle Name	Social Security #
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Are you over the age of 18? ___Yes ___No If no, state date of birth_____	Residence Phone	Business Phone	County
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Street Address	City	State & Zip
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Do you have any relatives working for the City?
___Yes ___No If yes, relationship_____ Department_____

Employment conditions desired ___ Regular ___ Full Time Temporary Part time	Have you previously been employed by the City ? ___Yes ___No If Yes, date _____ Position_____
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If position involves driving, please indicate driver's license number
_____, State _____, Class_____

Education 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

Names and locations of colleges, universities, technical schools	Did you graduate?	Certificate/Degree	Course Study

Employment History. Experience and training ratings are determined by this information – please by complete. List your present or most recent experience first. Attach additional sheets if necessary.

Employment Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____ Number and type of positions you supervised _____ Principal Responsibilities – Be Complete _____ _____ _____ _____ _____ _____ _____	Length of Employment From _____ To _____ Hours per Week _____ Last Salary _____ Reason for leaving _____ _____ _____ _____ _____
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Employment Firm _____
Address _____
Phone Number _____ Supervisor _____
Your Title _____ Supervisor's Title _____
Number and type of positions you supervised _____

Principal Responsibilities – Be Complete

Length of Employment

From _____

To _____

Hours per Week _____ Last Salary _____

Reason for

leaving _____

Employment Firm _____
Address _____
Phone Number _____ Supervisor _____
Your Title _____ Supervisor's Title _____
Number and type of positions you supervised _____

Principal Responsibilities – Be Complete

Length of Employment

From _____

To _____

Hours per Week _____ Last Salary _____

Reason for

leaving _____

Employment Firm _____
Address _____
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Employment Firm _____
Address _____
Phone Number _____ Supervisor _____
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Number and type of positions you supervised _____

Principal Responsibilities – Be Complete

Length of Employment

From _____

To _____

Hours per Week _____ Last Salary _____

Reason for

leaving _____

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

Job Relevant Volunteer and Unpaid Work Experience

Kind of volunteer activity	Major Responsibilities	# Hour per month	Years	
			From	To

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

CLERICAL APPLICANTS ONLY

Word Processing/Computer Experience:

Typing Speed ____ WPM

Number of years _____

List software and hardware _____

In accordance with the Immigration Reform and Control Act of 1986, the City of Pierz 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.

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.

Have you been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer 'No' if the conviction or criminal records have been annulled or expunged. ___No ___Yes If 'Yes' please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment unless it is related to the position which you are seeking.

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.

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

Name	Present address	Telephone	Position and relation to your work

The City of Pierz doe 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 Pierz 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. (If you need assistance in completing this application form, contact City Hall, 320-468-6471)

THE CITY OF PIERZ IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

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 provision of Minnesota Statutes 43A.39.

In connection with this application for employment, I authorize the City of Pierz and any agent acting on its behalf to conduct a 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 a transcript. Moreover I hereby release the City of Pierz and any agents 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)

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 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 Accounting Department, 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 at City Offices 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
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 that your records are not confused with those of others.
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 applications
Address	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting applications
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
Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate for)	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
Conviction Record	To determine whether we may legally accept 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

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