

<p>Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____ Number and Type of Positions You Supervised _____</p> <p>_____</p> <p style="text-align: center;">Principal Responsibilities - Be Complete</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;">Length of Employment</p> <p>From _____ <small>month</small> <small>year</small></p> <p>To _____ <small>month</small> <small>year</small></p> <p>Total _____ <small>Years</small> <small>months</small></p> <p>Hours Per Week _____</p> <p>Last Salary _____</p> <p>Reason For Leaving _____</p> <p>_____</p> <p>_____</p>
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18.

Job Relevant Volunteer and Unpaid Work Experience

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

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

20. CLERICAL APPLICANTS ONLY:

Typing Speed _____ Words Per Minute Shorthand Speed _____ Words Per Minute

21. If you are not a citizen of the United States, do you have a valid work permit?

Yes No Number _____

22. During the past 5 years have you been convicted of a misdemeanor, gross misdemeanor, or felony crime?

Yes No If yes, please attach a separate sheet with explanation.

23. Are you capable of performing the necessary requirements of the position applied for in a safe manner?

Yes No If no, please attach a separate sheet with explanation.

24. Are you a veteran of the armed forces?

Yes No If Yes, what type of training or education did you receive?

25. Give the names of four people outside of relatives who can be contacted regarding you qualifications, work habits and character.

NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK

EQUAL OPPORTUNITY EMPLOYER

SIGNATURE

The city has the right to verify information provided in the application. False information may subject an applicant to the penalty provisions of M.S. 43A.39.

In connection with this application for employment, I authorize the City of Rush City 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 Rush City 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 and complete and hereby acknowledge that I have read and 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. 15.165, Subd. 2). If you are employed, 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 Director of Personnel 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 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 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.	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, Vietnam Veteran Status	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

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