



CITY OF MORA
Human Resources Office

JOB ANNOUNCEMENT

| | |
|------------------------------------|--|
| Job Title: | Accountant |
| Starting Wage: | \$27.57 - \$30.44 per hour DOQ |
| Current Salary Range: | \$27.57 – 30.44 per hour DOQ |
| Status: | Full-time Regular, Non-exempt |
| Bargaining Unit: | TBD |
| Normal Hours (may vary): | Monday – Friday, 8:00 AM – 4:30 PM |
| Application Deadline: | Monday, October 27, 2025. Position open until filled |
| Anticipated Interview Date: | Week of November 3, 2025 |
| Anticipated Start Date: | Wednesday, October 19, 2025 |

The City of Mora is seeking a well-qualified individual to join our team and meet the needs of the city, and to preserve the image and public esteem of employment within our organization. We provide competitive wages, with a comprehensive low-cost benefit package, sick leave, vacation, 13 paid holidays, Public Employees Retirement (PERA), employee recognition, and a great work environment that promotes a lasting career.

Our community stands out for its tranquil atmosphere, commitment to safety, and a variety of family-oriented events that enhance residents' lives. Both Mora and Kanabec County present numerous opportunities for employment, recreation, wellness activities, and hobbies, all conveniently located within about an hour of the metropolitan area.

To learn more about this position and/or to apply, please complete the application materials available at city hall or on-line at www.ci.mora.mn.us, and return them to one of the addresses listed below.

If you have any questions or if you require special accommodations to participate in this process, please contact Mandi Yoder at (320) 225-4804 or m.yoder@cityofmora.com.

Please email or deliver your completed application materials to:

City of Mora
Human Resources Office
101 Lake Street South
Mora, MN 55051

Or via email to:
m.yoder@cityofmora.com

City of Mora

Position Description

ACCOUNTANT

| | |
|------------------------------|------------|
| Department: | Finance |
| Grade/Points Classification: | 8 / 140 |
| Reports to: | Treasurer |
| FLSA Status: | Non-Exempt |
| Union or Non-union Position: | Non-union |

OBJECTIVE

To ensure proper recording of financial transactions and maintain financial records.

SUPERVISION RECEIVED

The employee working in this position usually works under general supervision and receives some instruction with respect to details on most assignments and is free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks. The employee reports to a superior to discuss work progress or problems requiring upper advisement.

SUPERVISION EXERCISED

Position has no supervisory responsibilities.

ESSENTIAL FUNCTIONS

To perform this job successfully, an employee must report to work on a timely and regular basis and be able to perform each essential function satisfactorily. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

1. Conduct assigned financial duties in accordance with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Boards (GASB) standards.
2. Perform bookkeeping tasks such as maintaining ledgers, records, and computer files.
3. Process receipts, disbursements, payroll transactions, and journal entries in accounting systems.
4. Reconcile various cash accounts against bank statements and resolve discrepancies as required.
5. Record and reconcile Liquor Store lottery transactions.
6. Reconcile balance sheet account activity and maintain proper documentation to sustain carry-forward balances.
7. Monitor prepaid balances such as postage and insurance; record payments made by vendors and release monthly expenses.
8. Oversee financial components of city leases; monitoring payments received, requesting invoices to be issued as required, notifying appropriate parties of delinquent payments.
9. Maintain Special Assessment balances by working with Treasurer and staff of the Kanabec County Auditor/Treasurer Office; compile balance information for assessment searches in a timely manner.
10. Under the guidance of the Treasurer, allocate property tax payments received from the County.
11. Compiles financial data and prepares reporting metrics as needed.

City of Mora

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12. Provide operational support to those working in Accounts Receivable, Accounts Payable, Utility Billing and Payroll.
13. Analyze financial transactions for accuracy and completeness, prepare corrections as needed.
14. Prepare routine journal entries for interest allocations, investment activity, annual accruals, and other recurring transactions as needed.
15. Allocate revenues and expenditures based on established criteria.
16. Review daily sales reports for accuracy and completeness, balances end-of-day cash drawer, and prepares daily bank deposit for verification.
17. Properly record sales occurring outside of City Hall point of sale system.
18. Provide guidance to City staff on the general ledger coding of receipts, disbursements, and other transactional activities.
19. Review the chart of accounts and propose suggestions for improvements to the Treasurer.
20. Maintain financial and other administrative records in accordance with City record retention policies.
21. Participate in the annual audit.
22. Review bi-weekly payroll; serve as a back-up for processing bi-weekly payroll as needed.
23. Serves as primary back-up to the Accounting Clerk and secondary back-up to other Finance staff as needed may cross-train in relevant duties.
24. Assist the front desk as needed. Perform receptionist duties including answering telephones and assisting customers. Provide routine information and explanations to the public. Refer callers, unresolved inquiries, or complaints to the proper party/staff. Issues applications and forms as needed.
25. Attends workshops, seminars, and/or organizations meetings to build upon own knowledge and skills to maintain compliance with Federal and State laws, rules, and regulations.
26. May serve on various committees as assigned.
27. Represents the City and department in a positive manner while on duty and off duty.

- Performs other related duties as assigned or apparent.

MINIMUM QUALIFICATIONS

Bachelor's degree in Accounting, Finance, Economics, or a related field, plus one (1) or more years related experience; or

Associate's degree or equivalent in Accounting or a related field, plus three (3) or more years related experience; or

An equivalent combination of education and experience sufficient to perform the essential functions of the position.

Must have extensive knowledge of governmental and general accounting procedures. Public-sector experience preferred.

Valid Minnesota driver's license required.

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EQUIPMENT

Computer, Microsoft Office software (with an emphasis on Excel, Outlook, and Word), computerized accounting software, printer, telephone, copier, fax, vehicle, and other job-related software and equipment.

PLANNING

Planning relates to different and complex situations requiring analysis, complex projections, and generally new alternatives. Most planning extends into the future for up to one year.

KNOWLEDGE, SKILLS, AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge of:

- Department, building, and City policies, procedures, and practices.
- Functions, services, and funding sources of a municipal government.
- Records maintenance practices and procedures.
- Computer applications related to the work.
- Applicable federal and state laws, codes, ordinances, and regulations.

Skill in:

- Reading, writing, and speaking English, clearly and persuasively in positive or negative situations, responding well to questions, and participating in meetings.
- Good interpersonal skills, including the ability to focus on solving conflict, not blaming; listening to others without interrupting, keeping emotions under control, and remaining open to others' ideas.
- Working as a team and contributing to building a positive team spirit.
- Interpreting codes and laws related to governmental finance.
- Maintaining City financial records, including filing, storage, retrieval, and proper disposal.
- Developing effective interpersonal relationships with a variety of people.
- Using computers and related software applications.

Ability to:

- Develop and maintain effective working relationships with the City Administrator, Department Heads, staff, consultants, and members of the public. Ability to approach others in a tactful manner, react well under pressure, treat others with respect, keep commitments, work with integrity, and uphold organizational values.
- Show respect and sensitivity for cultural differences.
- Follow safety procedures, willingness to report and/or address potentially unsafe conditions, and use equipment and materials properly.
- Read and interpret written instructions and to carry-out oral and written directives.
- Prioritize responsibilities, use good judgment, and make independent decisions.
- Identify and resolve computer hardware and software equipment problems in a timely manner, gather and analyze information skillfully, and develop alternative solutions as needed.
- Continuously build upon own knowledge and skills and share expertise with others.
- Demonstrate accuracy and thoroughness and to look for ways to continuously improve and promote quality. Ability to work in a timely manner and strive to increase productivity.
- Adapt to changes in the work environment, manage competing demands, delays, or unexpected events.

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- Follow instructions, respond to management direction, take responsibility for own actions, and to commit to long hours of work when necessary.
- Work in/for other departments or divisions as needed, in addition to assigned department. This requires the ability to understand and maintain moderate knowledge of other department's operations.
- To make decisions without supervision.
- Meet strict deadlines.
- Produce accurate and complete work product.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

The noise level in the work environment is usually quiet. Occasional travel outside the city is required. See the physical activity requirements sheet, attached.

ADA CONSIDERATIONS

The City of Mora is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a representative of the Human Resources department.

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

10/21/2014, 12/20/2022, 09/16/2025

ACKNOWLEDGMENT

I have read the requirements for this position and am able to perform all essential functions and physical demands associated with this position.

Print Name

Date

Signature

CITY OF MORA – Physical Activity Requirements

Position: Accountant
Department: Finance

Number: 153

| Motor/Mental Ability | VI | O | F | C | Environment & Hazards | VI | O | F | C | Physical Demands | VI | O | F | C |
|---|----|---|---|---|----------------------------|----|---|---|---|--|----|---|---|---|
| Reading | | | | X | Work With Others | | | X | | Sitting | | | | X |
| Writing | | X | | | Work Alone | | | X | | Standing | | X | | |
| Mathematics | | | | X | Shift Work | O | | | | Walking | | X | | |
| Reasoning | | | | X | Extended Day | O | | | | Running | O | | | |
| Problem Solving | | | | X | | | | | | Lifting | X | | | |
| Attentiveness/Concentration | | | | X | Extreme Heat | | | | | Balancing (walking on uneven surfaces) | O | | | |
| | | | | | Extreme Cold | O | | | | Carrying | X | | | |
| | | | | | Inclement Weather | O | | | | Bending At Waist | X | | | |
| | | | | | Extreme Noise | O | | | | Climbing | X | | | |
| Freedom to Act | | | X | | Confined Areas | O | | | | Repetitive Hand Motion | | | X | |
| Guidance Available | | | X | | High Places | O | | | | Twisting Upper Body | X | | | |
| Provide Work Direction | | X | | | Works Indoors | | | | X | Reaching | X | | | |
| Provide Supervision | O | | | | Works Outdoors | X | | | | Kneeling | X | | | |
| | | | | | Dust/Dirt | O | | | | Driving (foot controls) | O | | | |
| | | | | | Mechanical Hazards | O | | | | Crouching/Squatting/Stooping | X | | | |
| | | | | | Electrical Hazards | O | | | | Crawling | O | | | |
| Interaction With Other Staff Within Department | | | X | | Explosive Material Hazards | O | | | | Use arm muscles over extended period | O | | | |
| Interaction With Other Staff Outside Department | | X | | | Chemical Hazards | O | | | | Use leg muscles over extended period | O | | | |
| Interaction With The Public | | X | | | Fumes/Gases | O | | | | Over shoulder height work | O | | | |
| | | | | | Infectious Materials | O | | | | Stationary desk or bench work with neck bent forward | | | X | |
| | | | | | Hostile Situations | X | | | | Use hand or finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, or equipment | | | X | |

Demand Codes:

An **O** in the VI column = Not Applicable or Not Present, does not occur

VI = Very Infrequent, 0-2 times per week, but does occur

O = Occasional, up to 33% of the time at work

F = Frequent, up to 67% of the time at work

C = Constant, up to 100% of the time at work

| Weights Lifted in Pounds | VI | O | F | C | Weights Carried in Pounds | VI | O | F | C |
|---------------------------------|----|---|---|---|----------------------------------|----|---|---|---|
| Manual | | | | | Manual | | | | |
| 0-10 | X | | | | 0-10 | X | | | |
| 11-25 | X | | | | 11-25 | X | | | |
| 26-50 | O | | | | 26-50 | O | | | |
| 51-75 | O | | | | 51-75 | O | | | |
| 76-100 | O | | | | 76-100 | O | | | |
| 101-150 | O | | | | 101-150 | O | | | |
| 151+ | O | | | | 151+ | O | | | |
| Mechanical (Lifts/Wheels) | | | | | Mechanical (Lifts/Wheels) | | | | |
| 0-10 | O | | | | 0-10 | O | | | |
| 11-25 | O | | | | 11-25 | O | | | |
| 26-50 | O | | | | 26-50 | O | | | |
| 51-75 | O | | | | 51-75 | O | | | |
| 76-100 | O | | | | 76-100 | O | | | |
| 101-150 | O | | | | 101-150 | O | | | |
| 151+ | O | | | | 151+ | O | | | |

Demand Codes:

An **O** in the VI column = Not Applicable or Not Present, does not occur

VI = Very Infrequent, 0-2 times per week, but does occur

O = Occasional, up to 33% of the time at work

F = Frequent, up to 67% of the time at work

C = Constant, up to 100% of the time at work

Comments: _____

Approved By: /s/ Glenn Anderson, City Administrator

Date: 12/14/2022

This physical activity form is not meant to include every task expected to be completed in any position, but rather it is representative of typical physical activity encountered in normal operations of the employee.



CITY OF MORA
101 Lake St South, Mora, MN 55051
Phone: (320)679-1511
m.yoder@cityofmora.com



APPLICATION FOR EMPLOYMENT

Thank you for considering employment with the City of Mora and. We welcome you as an applicant and look forward to reviewing your application information. It is our policy to provide equal opportunity in employment. The City of Mora will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional details about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Mora and Mora Municipal Utilities accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need reasonable accommodation to complete the application process, please contact Human Resources at 320-225-4804.

Position Desired: _____ Date Available: _____ Check: ☐ Part-Time ☐ Full-Time
☐ Temporary ☐ Seasonal

| | | | |
|----------------|------|-------|---------------------|
| Name | Last | First | Middle |
| Address | | | Date |
| City State Zip | | | Daytime Telephone |
| Email Address | | | Alternate Telephone |

Are you legally eligible to work in United States in the position in which you are applying? ☐ Yes ☐ No
(Proof of citizenship or work eligibility will be required as a condition of employment)

Are you at least 18 years old? ☐ Yes ☐ No

EDUCATION & LICENSING

Last Grade of School Completed: ☐ 9 ☐ 10 ☐ 11 ☐ 12 Post High School: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ Grad School

Name and Location of High School: _____ Did you graduate or obtain a GED?
☐ Yes ☐ No

List College(s), University(s), Business, Trade, Technical, and/or Vocational School(s) attended:

Use back of application if additional space needed.

| Name and Address of School | Course of Study | Completed | Diploma/Degree |
|----------------------------|-----------------|--|----------------|
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

Do you have a driver's license? ☐ Yes ☐ No

If yes, what type? ☐ A ☐ B ☐ C ☐ D ☐ Other

Endorsements:

EXPERIENCE

List work history beginning with most recent experience first.

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed:
From To

Job Title

Name of Supervisor

May we contact now?
☐ Yes ☐ No

Reason for Leaving

Description of Job Duties

SELECT ONE:
☐ Full-Time ☐ Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed
From To

Job Title

Name of Supervisor

May we contact now?
☐ Yes ☐ No

Reason for Leaving

Description of Job Duties

SELECT ONE:
☐ Full-Time ☐ Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Street Address

City, State, Zip Code

Phone

Dates Employed
From To

Job Title

Name of Supervisor

May we contact now?
☐ Yes ☐ No

Reason for Leaving

Description of Job Duties

SELECT ONE:
☐ Full-Time ☐ Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

TO BE COMPLETED BY APPLICANTS FOR LABOR, MAINTENANCE OR SKILLED TRADES ONLY

Apprenticeship (s): served or trades learned:

List specific equipment with which you have experience:

MILITARY EXPERIENCE

Branch of Service: _____ Length of Active Duty: _____ Rank at Discharge: _____

Type of Discharge:

Describe duties and any other training:

If you are applying for Veteran's Preference Points, you must complete the enclosed "Application for Veterans' Preference points", and submit the application and required documentation to the City of Mora by the application deadline of the position for which you are applying.

REFERENCES List three (3) people you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

| Name | Address | Cell Phone | Work Phone | Occupation |
|----------|---------|------------|------------|------------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |

APPLICATION DATA ADVISORIES ACCORDING TO MINN. STATUE §13.04

The city must advise you of the following purpose and intended use of the data. The city collects this information for the purpose of selecting a candidate for hire. Your data will be used to verify your identity. In the event you are selected for hire, your data will be used to perform a criminal background check including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request. Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary. Consequences arising from supplying or refusing to supply this data: We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position. Additional information regarding The Data Practices Act can be found in Minnesota Statutes, Chapter 13.

Minors submitting the application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to Human Resources Department, City of Mora, 101 Lake Street South, Mora, MN 55051.

AUTHORIZATION

I certify that all the information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I understand that submission of an application does not guarantee employment. I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Mora is "at will," and that employment may be terminated by either the City of Mora or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Mora, or its representatives used during employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Mora. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures to the City of Mora at all times.

If you are selected for employment with the City of Mora, the following information will be public: name; actual gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; position title; position description; education and training background; previous work experience; date of first and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; work telephone number; employee number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for an employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employees reason for use of sick or other medical leave or other non-public data; city and county of residence. Anything not previously listed which is placed in your application folder or your personnel file (such as medical records, letters of recommendation, resumes, etc.) is made private information by law.

Applicant's Signature

Date

FIRE APPLICANTS ONLY

In consideration of being permitted to apply for the position herein, I voluntarily assume all risks in connection with my participating in any tests the City of Mora deems necessary to determine my fitness and eligibility and I release and forever discharge the City of Mora, its officials, and employees from any and all claims for any damage or injury I might sustain.

Applicant's Signature

Date



CITY OF MORA
Human Resources Office

SUPPLEMENTAL APPLICATION FORM

Job Title: Accountant

Applicant's name: _____

(Use another sheet of paper if necessary to answer the questions on front and back)

1. Explain in detail your accounting experience.
2. Rate your experience in the following areas by placing an "X" in the appropriate box for each item:

| Knowledge Area | Experience | | | |
|---|------------|------------------|----------|--------------------|
| | None | Up to 3 years | 3-5 year | 5 years or more |
| Managing tax increment financing (TIF) | | | | |
| Preparing operating & financial reports (balance sheet, P&L, etc.) | | | | |
| Working in fund accounting environment (governmental & enterprise funds) | | | | |
| Computerized accounting systems | | | | |
| Maintaining a general ledger | | | | |
| Preparing comprehensive annual financial report (audit) | | | | |
| Preparing operating & capital budgets | | | | |
| Investing funds | | | | |
| Managing special assessments | | | | |
| Maintaining fixed asset & depreciation schedules | | | | |
| Managing debt schedules and payments | | | | |
| Preparing grant close-out reports | | | | |
| Coordinating regulatory compliance (state & federal operating and financial reporting) | | | | |
| Using and creating Excel spreadsheets | | | | |
| Tracking inventory | | | | |

3. Name the computer software you have used in a business setting, what you used them for, and length of time you have used them.

4. Describe any other relevant skills that you may have.

5. How much full-time equivalent (FTE) accounting experience do you have (full-time is 40 hours per week; if you worked 20 hours per week for two years that would be 1 year FTE).

6. Describe your experience in maintaining information technology.

7. Describe your experience working with types of funding sources of a municipal government.

8. Do you currently possess a valid Minnesota driver's license ☐Yes ☐No

9. Have you read the job description and physical requirements? ☐Yes ☐No

10. Are you able to perform all essential functions and meet the physical demands associated with this position? ☐Yes ☐No
If no, describe.

11. Why do you want to work for the City of Mora?



CITY OF MORA Human Resources Office

Veteran's Preference Application

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans. Points are awarded subject to provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points you must:

1. 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 a 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
2. Not be currently receiving or eligible to receive 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 veteran's preference points without it. You must supply a copy of your DD-214. Disabled veterans must also supply form FL-802 or an equivalent letter from a Service Retirement Board. Spouses applying for veteran's preference points must supply their marriage certificate, the veteran's DD-214 and FL-802 or death certificate.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? ☐ YES ☐ NO

| VETERAN'S PREFERENCE POINTS APPLICATION | | | |
|--|-------------------|--|-------------|
| Veteran <input type="checkbox"/> Self <input type="checkbox"/> Spouse | | If Spouse, Veteran's Name | |
| Branch of Service | | Period of Active Duty From _____ to _____ | |
| Rank at Discharge | Type of Discharge | Date Final Discharge | Service No. |
| Are you receiving or eligible for a military pension? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Do you have a compensable service-related disability? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Preference Requested | | <input type="checkbox"/> Veteran <input type="checkbox"/> Spouse Disabled of Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Widow of Deceased Veteran <input type="checkbox"/> Widow of deceased veteran who was disabled at death | |

Your application cannot be considered without supporting documentation. Your supporting documentation must be received no later than five (5) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner. If you supply your supporting documentation by separate mail, your name, date and position applied for should be written on each document.

Supporting documentation ☐ is attached ☐ will be submitted separately

Applicant's Signature _____ Date: _____

Position Applied For: _____



CITY OF MORA

Equal Employment Opportunity Information



The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Mora appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

What is your Age? ☐ Under 18 ☐ 18-39 ☐ 40-65 ☐ Over 65

Gender: ☐ Male ☐ Female

With which racial/ethnic group do you identify?

- ☐ Black or African American
- ☐ Hispanic or Latino
- ☐ American Indian or Alaskan Native through Tribal affiliation or community recognition
- ☐ Caucasian/White
- ☐ Asian
- ☐ Native Hawaiian or other Pacific Islander
- ☐ Two or more races

Disability status, defined as:

1. Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing, or learning);
2. Has a history of a disability (such as cancer that is in remission);
3. Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☐ No

How did you learn of this Opening?

- | | |
|--|--|
| <input type="checkbox"/> Kanabec County Times | <input type="checkbox"/> League of Minnesota Cities web site |
| <input type="checkbox"/> Advertiser | <input type="checkbox"/> job posting |
| <input type="checkbox"/> City of Mora web site | <input type="checkbox"/> Other _____ |

Position (s) for which you are applying: _____

Please return with your application or mail separately to: Attn: HR Department
City of Mora
101 Lake Street South
Mora, MN 55051-1588