



126 North Marshall Avenue
Litchfield, MN 55355
(320) 693-7201

Date Received: \_\_\_\_\_

APPLICATION FOR EMPLOYMENT

Dear Applicant,

We welcome you as an applicant for employment. Your application will be considered with others. It is our policy to provide equality of opportunity in employment. This policy prohibits discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or affectional preference in all aspects of our personnel policies, programs, practices and operations. This policy applies to full time, part time, temporary and seasonal employment.

The information contained in this application will be considered personal and confidential and used only in conjunction with your possible employment. Please furnish us with complete information. You are encouraged to attach any additional information which you believe qualifies you for the position.

EMPLOYMENT DESIRED

Position(s) or kind of work applied for: \_\_\_\_\_

Permanent \_\_\_\_\_ Part Time \_\_\_\_\_ Temporary \_\_\_\_\_ Seasonal \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Have you ever been employed with us before? \_\_\_\_\_ If Yes, give date \_\_\_\_\_

PERSONAL INFORMATION

Last Name First Name Middle Initial

Address City State Zip

Home Phone Number Work Phone Number

Are you a citizen of the united states? \_\_\_\_\_

If you are not, do you have Bureau of Immigration approval to work in the United States? \_\_\_\_\_
(If hired by the City, you must show proof of eligibility.)

**MILITARY SERVICE**

Were you in the U.S. Armed Forces? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, which branch? \_\_\_\_\_ Rank at Separation \_\_\_\_\_

Briefly describe your duties \_\_\_\_\_

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**EDUCATION**

TYPE OF SCHOOL	NAME/ADDRESS OF SCHOOL	NO. OF YEARS	DEGREE	MAJOR/AREA OF STUDY
High School				
College/University				
College/University				
Technical				
Technical				
Other				

List any correspondence courses, special courses, seminars, workshops, training and skills acquired that might relate to this position. Please review the job description before answering this question.

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List any current licenses, registrations, or certificates that you possess. Include drivers license number, class and state of issue.

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**TO BE COMPLETED BY APPLICANTS FOR OFFICE AND ADMINISTRATIVE POSITIONS ONLY**

Typing Ability: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ WPM

Office Machines, Software and Experience:

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**TO BE COMPLETED BY APPLICANTS FOR LABOR AND SKILLED TRADE POSITIONS ONLY**

Apprenticeships served or trades learned:

Capable of operating the following equipment:

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## EMPLOYMENT HISTORY

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities. You may exclude organizations that indicate race, color, religion, gender, national origin, disability or other protected status.

Employer:		
Mailing Address:	Telephone:	
Position Held:	From To	Full Time Part Time
Duties Performed:	Immediate Supervisor:	
Reason for Leaving:		

May we contact your present employer? _____ Yes _____ No		
If No, please explain:		

Employer:		
Mailing Address:	Telephone:	
Position Held:	From To	Full Time Part Time
Duties Performed:	Immediate Supervisor:	
Reason for Leaving:		

Employer:		
Mailing Address:	Telephone:	
Position Held:	From To	Full Time Part Time
Duties Performed:	Immediate Supervisor:	
Reason for Leaving:		

If you need additional space, please continue on a separate sheet of paper.

**PERSONAL/PROFESSIONAL REFERENCES** Do not include family members

Name	Phone Number	Best Time to Call	Occupation

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

In the event of employment, I understand that incomplete or inaccurate information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

This employer has the right to verify information provided in this application. False information may subject an applicant to rejection for employment and the penalty provisions of applicable Minnesota Statutes.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Arrange Interview \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_  
Interviewer

\_\_\_\_\_  
Date

Employed \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Wage \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Date



**PRIVACY NOTICE TO EMPLOYEES**  
**(Tennessee Warning)**

In accordance with the Minnesota Government Data Practices Act, City of Litchfield, is required to inform you of your rights as they pertain to the information we collect about you. The information we collect from you is classified as either private (restricted access, but you can see it) or confidential (even you cannot see the data).

**USES**

The information we collect from you may be used for one or more of the following purposes:

- To distinguish you from all other applicants or employees and identify you in our personnel files;
- To determine your eligibility for employment or promotion;
- To contact you or other significant persons in an emergency;
- To enroll you and your family members for health insurance;
- To enroll you for pension plans;
- To account for wages paid;
- To justify travel expense reimbursement;
- To account for other employer paid fringe benefits;
- To compile Equal Opportunity and Affirmative Action reports.

**LEGAL REQUIREMENTS**

Information that you are asked to provide generally is not required by statute. However, it generally is to your benefit to provide it. Federal law, however, mandates agencies to require an individual to provide his/her social security number for tax administration based on section 1211 of the Tax Reform Act of 1976 and also Minnesota Statute, section 270.66.

**CONSEQUENCES**

If you do not provide the requested information, this agency may not be able to determine your eligibility for employment or promotion, compute your wages, give you fringe benefits you may be entitled to. In addition you may not be able to transport clients in either private vehicles, which may be a requirement of the job.

**SHARING INFORMATION**

The information this organization collects from you may be routinely shared with the personnel office staff who require the information to do their jobs, accounting/payroll staff, insurance companies, the Internal Revenue Service, the State Departments of Revenue, Finance, Economic Security, Employee Relations, and Labor and Industry.

Furthermore, information may also be shared with other agencies authorized by law to receive specific data relating to:

1. Absent/Non-supporting Parents
2. Worker's Compensation
3. Unemployment Compensation
4. Child/Vulnerable Adult Abuse; Data Privacy; Rule 40
5. County or Private Social Service Agencies
6. The Department of Human Services
7. The Department of Health
8. State and Federal Taxing Agencies

The information on this form applies to your future contacts with this organization whether the contact is in person, by mail, or by phone.

I have read and fully understand the above Tennessee Warning.

\_\_\_\_\_  
Print Name Employee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date