



Application for Employment  
**City of Sauk Centre**  
 320 Oak St. S.  
 Sauk Centre, MN 56378  
 (320) 352-2203

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

Received By: \_\_\_\_\_

Title of Specific Position for Which You Are Applying		Date of Application	Date Available for Work	
Last Name		First Name	Middle Name	
Street Address		City	State and Zip Code	
County of Residence	Are you 18 years of age or over? ____ Yes ____ No If not, state Date of Birth _____		Residence Phone	Business Phone
Have you previously been employed by the City? ____ No ____ Yes If yes, date _____ Position _____				
Driver's License Number _____ State _____ Class _____				
Education: Did you graduate from high school or receive a GED? ____ No ____ Yes 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				
Name and Location of College, University, Technical Schools		Did You Graduate? ____ Yes ____ No ____ Yes ____ No ____ Yes ____ No	Certificate or Degree	Course of Study
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____

Work Experience (Experience and training ratings are determined by this information. Please be complete.) List your present or most recent experience first. Attach additional sheets if necessary.

Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____ Number and Type of Positions You Supervised _____  <div style="text-align: center;">Principal Responsibilities</div> _____ _____ _____ _____ _____ _____	<div style="text-align: center;">Length of Employment</div> From _____ Month                  Year To _____ Month                  Year Hours Per Week _____ Last Salary _____ Reason for Leaving _____ _____ May we contact your present employer? ____ No ____ Yes If no, explain _____ _____
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The City of Sauk Centre will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, marital status, or status with regard to public assistance.

Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____ Number and Type of Positions You Supervised _____	Length of Employment From _____ Month _____ Year _____ To _____ Month _____ Year _____ Hours Per Week _____ Last Salary _____ Reason for Leaving _____
Principal Responsibilities	
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Principal Responsibilities	
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<p>List any relevant current professional memberships, registrations or licenses. Include date first issued.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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**Job Relevant Volunteer and Unpaid Work Experience**

Kind of Volunteer Activity (Do not specify organization)	Major Responsibilities	No. Hrs Per Mo.	Dates From	Dates To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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

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

MN 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. Failure to provide said documentation will result in dismissal.

Have you served a sentence in jail or prison or been convicted of a misdemeanor or felony for which a jail sentence could have been imposed? You may answer "No" if the conviction or criminal records have been annulled, sealed, set aside, or purged, or if you have been pardoned pursuant to the law. \_\_\_ No \_\_\_ Yes If "Yes", please specify. \_\_\_\_\_

If you are hired for this position you may be required to undergo a physical examination at the City'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 need to be made for you.

The City of Sauk Centre does 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 Sauk Centre 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.

Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? \_\_\_ No \_\_\_ Yes If "Yes", indicate dates of military service. \_\_\_\_\_ From \_\_\_\_\_ To. If "Yes", are you a permanent resident of the State of Minnesota \_\_\_ No \_\_\_ Yes Describe your duties and any special training. \_\_\_\_\_

Give the names of three people outside of relatives who can be contacted regarding your qualifications, work habits, and character.

Name	Present Address	Phone Number	Position and relation to your work
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The City of Sauk Centre is an EQUAL OPPORTUNITY EMPLOYER.

**SIGNATURE**

The City of Sauk Centre 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 Sauk Centre 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 related to academic performance such as transcripts. Moreover, I hereby release the City of Sauk Centre 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, 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, you may notify the City.

<b>Private Data</b>	<b>Why we Ask for It</b>	<b>Are You Legally Obligated To Provide It?</b>	<b>What May Happen If You Don't Provide It?</b>
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.
Date of Birth (Final applicants only)	To conduct check of criminal record for certain positions	No	Failure to provide information may be cause for rejecting an applicant.
Name (The names of finalists for a position are public information.)	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an applicant.
Street Address (City and County of residence are public information.)	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an applicant.
Driver's License	May be required to drive City Vehicles	No	Failure to provide information may be cause for rejecting an applicant.
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, 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 discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and 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, and may be given to anyone for any purpose.**