

City of Balaton

email balatonmn@gmail.com

Application for Employment

DATE: _____

NAME (FIRST)	(MI)	(LAST)	TELEPHONE
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PRESENT ADDRESS (STREET, PO BOX, CITY, STATE, ZIP)

POSITION DESIRED _____

DATE AVAILABLE _____ FULL TIME PART TIME

ARE YOU AT LEAST 18 YEARS OF AGE? YES NO

HAVE YOU HAVE EXPERIENCE IN DEALING WITH THE PUBLIC? YES NO

ARE YOU WILLING TO WORK EVENINGS/ AND OR SATURDAYS? YES NO

ANY OBJECTION TO TRAVEL IF REQUIRED? YES NO

ARE YOU WILLING TO PARTICIPATE IN JOB RELATED CONTINUING EDUCATION WHICH MAY REQUIRE OVERNIGHT STAYS? YES NO

IS THERE ANY REASON KNOW TO YOU WHY YOU MIGHT BE UNABLE TO PERFORM CONSISTANTLY AND PROMPTLY ANY OF THE JOB DUTIES OF THE POSITION DESIRED? YES NO
IF YES, EXPLAIN:

EDUCATION:

NAME AND ADDRESS OF LAST SCHOOL ATTENDED

ADDITIONAL EDUCATION

EMPLOYMENT
(LIST LAST OR PRESENT JOB FIRST)

(2)

COMPANY NAME _____ CITY/STATE _____

SUPERVISOR _____ DATES OF EMPLOY: FROM _____ TO: _____

SALARY: START _____ END: _____ POSITION TITLE: _____

BRIEF DESCRIPTION OF RESPONSIBILITIES _____

REASON FOR LEAVING _____

COMPANY NAME _____ CITY/STATE _____

SUPERVISOR _____ DATES OF EMPLOY: FROM _____ TO: _____

SALARY: START _____ END: _____ POSITION TITLE: _____

BRIEF DESCRIPTION OF RESPONSIBILITIES _____

REASON FOR LEAVING _____

COMPANY NAME _____ CITY/STATE _____

SUPERVISOR _____ DATES OF EMPLOY: FROM _____ TO: _____

SALARY: START _____ END: _____ POSITION TITLE: _____

BRIEF DESCRIPTION OF RESPONSIBILITIES _____

REASON FOR LEAVING _____

HAVE YOU EVER BEEN FIRED OR DISCIPLINED BY
ANY PREVIOUS EMPLOYER? YES NO

MILITARY

DRAFT CLASSIFICATION _____ VETERAN YES NO

RANK & DISCHARGE DATE _____ TYPE OF DISCHARGE _____

RESERVE STATUS _____ BRANCH OF SERVICE _____

DUTIES AND SPECIAL TRAINING _____

PLEASE NOTE OTHER FACTS OR SKILLS OF YOUR BACKGROUND WHICH WILL BE HELPFUL
IN EVALUATING YOUR QUALIFICATIONS _____

REFERENCES

NAME	OCCUPATION	ADDRESS	PHONE
1 _____			
2 _____			
3 _____			

IMPORTANT, PLEASE READ BEFORE SIGNING:

I authorize investigation of all statements and matters contained in this application and other information which the prospective employer may deem relevant to my employment including, but not limited to, conviction of a job related felony, misdemeanor and/or moving traffic violations.

Date _____ Applicants Signature _____

CITY OF BALATON TENNESSEN WARNING

In accordance with Minnesota Government Data Practices, the City of Balaton is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect from you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment is considered private data: 1. Name, 2. Home address, 3. Home phone number, 4. Conviction record, 5. Disability type. Your name however, may become public upon consideration as a finalist for a job opening.

We ask for this information for the following reasons: to distinguish you from all other applicants and identify you in our personnel files; to enable us to verify that you are the individual who makes the application; to enable us to contact you for interviews; to determine if you meet the minimum age requirements (if any); to conduct proper investigations if you are applying for a position; to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for; to enable us to ensure your rights to equal opportunities and to meet affirmative action goals; to meet federal and state reporting requirements; and to make processing more efficient. The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYEMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the City Offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Witness my signature that I fully understand the contents of this warning.

Date: _____

Signature of applicant

READ CAREFULLY AND SIGN

The City of Balaton has the right to verify information provided in the application. False information or omitting information may subject an applicant to the penalty provision of Minnesota Statute 43A.39.

I certify that all of the facts as set forth in this Application of Employment are true and complete. I understand that false statements or omissions on this application shall be sufficient cause for rejection of my application or dismissal if I am hired.

Unless otherwise indicated, the City of Balaton is hereby authorized to conduct an inquiry into all statements contained in this application or made during my interview for employment as may be necessary, including, but not limited to, 1) former employers for information concerning my employment, ability, experience, and behavior on the job, and 2) my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Balaton, and any such employers and individuals from any and all liability for the damages whatsoever that may arise from furnishing this information.

I understand that as part of my employment application the City of Balaton may be making a check into my background. I understand this check may involve a computerized history check through the State of Minnesota or Lyon County to insure there are no warrants for arrest, and a driver's license check through the State of Minnesota to insure that I have a valid driver's license and that status of my driving record.

I understand that *if* I am applying for a position which requires a *commercial* driver's license, I am required under federal law to: 1) take and pass a pre-employment drug test, 2) authorize former employers to release positive drug and alcohol test results and any refusals to be tested within the previous two years. (For additional information regarding the City's drug and alcohol testing policy, please contact the City Clerk's office.)

In accordance with the Minnesota Data Practices Act, I have been informed of and understand my rights as a subject of data. I waive rights and authorize the City of Balaton to conduct a background check and obtain public and private information.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the City of Balaton and myself. I further understand that no Balaton employee or officer has the authority to enter into an employment agreement for any specified period of time.

I further understand and agree that the employment relationship that may result from my application may be terminated at any time by the City or myself.

By my signature below, I certify that I have read (or had read to me) the information printed in the application and understand its meaning. I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.

Applicant's Signature _____ **Date** _____