

**City of Lake City**  
**205 West Center Street**  
**Lake City, MN 55041**

Phone:(651)345-5383 ~ Fax:(651)345-3208

## APPLICATION FOR EMPLOYMENT

The City of Lake City considers applicants for all positions without regard to race, color, creed, religion, sex, national origin, age, marital status, disability, sexual orientation or status with regard to public assistance.

1. Title of specific position for which you are applying		2. Date of Application	3. Date available for work	
4. Last Name	First Name	Middle Name	5. If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes <input type="checkbox"/> No <input type="checkbox"/>	
6. Street Address		7. City	8. State and Zip	
9. Residence Phone	10. Business Phone	11. Cell Phone	12. E-mail Address	
13. Employment condition desired: (check one) Regular <input type="checkbox"/> Full-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-Time <input type="checkbox"/>		14. Have you previously been employed by the City? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date _____ Position _____		
15. If position involves driving, please indicate driver's license number				
Number _____		State _____	Class _____	
16. Are you a citizen of the United States or in the country legally/lawfully with a work visa? (If hired, you will be required to provide proof of citizenship or employability) Yes <input type="checkbox"/> No <input type="checkbox"/>				
17. Education. Did you graduate from high school or receive a GED? Yes <input type="checkbox"/> No <input type="checkbox"/> 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				
Names and locations of colleges, universities, technical schools				
		Did you graduate?	Certificate/degree	Course of study
		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 <input type="checkbox"/>		
18. Relevant current professional memberships, registrations, or licenses.				
19. Job-relevant volunteer and unpaid work experience				
Kind of Volunteer Activity <i>(do not specify organization)</i>	Major Responsibilities	#Hours Per Month	Years From	To



Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	
Number and type of positions you supervised: _____	
Principal Responsibilities - Be Complete: _____ _____ _____ _____ _____ _____	

Employer _____ Type of Business _____ Street Address _____ City, State, Zip _____ Phone number _____ Supervisor's name _____ Supervisor's title _____	Your Title _____ Length of Employment: From: _____ To: _____ Total Years _____ Hours Per Week _____ Last Salary _____ Reason for Leaving: _____
May we contact this employer?    Yes <input type="checkbox"/> No <input type="checkbox"/> If no, explain _____	
Number and type of positions you supervised: _____	
Principal Responsibilities - Be Complete: _____ _____ _____ _____ _____ _____	

<b>22. Word Processing/Computer Experience: Number of Years</b> _____ List Software and hardware you are familiar with _____ _____ <b>CLERICAL APPLICANTS ONLY:</b> Typing Speed _____ WPM
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<b>23. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.</b>			
NAME	PRESENT ADDRESS	TELEPHONE	POSITION & RELATION TO YOUR WORK

**24. 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? Yes  No**

**If 'yes' to #25, are you a permanent resident of the State of Minnesota? Yes  No**

**If 'yes' to #25, were you disabled during your service in the military? Yes  No**

**25. If applying for Veterans' Preference points, state your qualifications and provide a copy of form DD214. Failure to make the disclosure and to provide form DD214 will make you ineligible for Veterans' Preference.**

**I have provided my qualifications for receiving the Veterans' Preference Yes  No**

**I have attached a copy of form DD214 to this application Yes  No**

**26. Where did you hear about this position? \_\_\_\_\_**

**Note to all applications: All employment offers are conditioned upon the applicant passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.**

## SIGNATURE

**In connection with this application for employment, I authorize the City of Lake 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 Lake 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 understand that no management official other than the City Administrator has the authority to make oral or written employment offers for a specified period of time or for specified conditions. I also understand that any document regarding my employment must be in writing and signed by me.**

**I understand that neither this document nor any offer of employment from the City constitutes an employment contract unless a specified document to that affect is executed by the City Administrator and me in writing. Unless a written document signed by the City Administrator and me is created, then my employment status is that of an employee at will who can quit or be terminated from work at any time for any reason. All City employees are employees at will unless covered by a labor contract or other written agreement.**

**The City has the right to verify information provided in the application. I certify that the answers given herein (and accompanying resume, if any) are true and complete to the best of my knowledge and I have not omitted any information. I further understand that false, misleading, or omitted information in my application form, interview(s), or resume (if any) may disqualify me for further consideration for employment or result in immediate discharge if discovered at a later date.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT (do not print)

\_\_\_\_\_  
PRINTED NAME OF APPLICANT

**IMPORTANT FACTS ABOUT INFORMATION ON YOUR EMPLOYMENT 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. 13.43, Subd. 2). If you become employed by the City, 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.

<i>Private Data</i>	<i>Why We Ask For It</i>	<i>Are You Legally Obligated To Provide It?</i>	<i>What May Happen If You Don't Provide It</i>
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	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 and to notify you when we need you to work on short notice.	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 (This information is requested on a separate form)	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 job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

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

## NOTICE TO CITY OF LAKE CITY EMPLOYMENT APPLICANTS

### IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION

Minnesota Statutes Section 13.04 on data privacy requires that you be informed that the following information which you will be asked to provide in the employment process, is considered private data:

- Home address
- Home phone number
- Social Security number
- Date of birth
- Conviction record
- Sex
- Age group
- Racial/ethnic group
- Disability type

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 is applying for the examination (in cases where an examination is required).
- To enable us to contact you when additional information is required, send you notices, and schedule you for interviews.
- To determine if you meet the minimum age requirements (if any).
- To determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position that you applied for.
- To enable us to ensure your rights to equal opportunities.
- To meet federal reporting requirements.
- To make processing more efficient.

The data supplied may be used for other purposes as may be determined to be necessary in the administration of the Civil Service Act and the rules and regulations promulgated pursuant thereto.

Furnishing Social Security numbers, dates of birth (unless a minimum age is required), sex, age group, racial/ethnic group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you and to other persons in the City or City-related programs who have a bona fide 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.

With respect to a position that is subject to the Civil Service Act, if you pass the examination, your name, score, and standing will become public information and may be provided to anyone.

If you are hired by the City of Lake City, you will legally be required to supply your Social Security number and all applicable tax information. This information will be sent to federal and state tax authorities and to the Social Security Administration, and will enable us to complete your salary deductions. Insurance data, which you will be required to furnish in order to participate in city health and life insurance plans, will be classified as private as will payroll deduction data.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

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Applicant Signature

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Date