



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

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

Date reviewed/updated ____/____/____
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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) (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 _____ Your Title _____
 Type of Business _____ Length of Employment:
 Street Address _____ From: _____ To: _____
 City, State, Zip _____ Total Years _____
 Phone number _____ Hours Per Week _____ Last Salary _____
 Supervisor's name _____ Reason for Leaving: _____
 Supervisor's title _____

May we contact this employer? Yes No If no, explain _____
 Number and type of positions you supervised: _____
 Principal Responsibilities - Be Complete: _____

Employer _____ Your Title _____
 Type of Business _____ Length of Employment:
 Street Address _____ From: _____ To: _____
 City, State, Zip _____ Total Years _____
 Phone number _____ Hours Per Week _____ Last Salary _____
 Supervisor's name _____ Reason for Leaving: _____
 Supervisor's title _____

May we contact this employer? Yes No If no, explain _____
 Number and type of positions you supervised: _____
 Principal Responsibilities - Be Complete: _____

22. Software/Computer Experience: Number of Years _____
 List Software and hardware you are familiar with _____

CLERICAL APPLICANTS ONLY: Typing Speed _____ WPM

23. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits and character.

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

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.

Applicant Signature

Date