



Application For Employment

(PLEASE PRINT OR TYPE AND COMPLETE **ALL** SECTIONS)

Position(s) Applied For:	Date of Application
Available to work: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Shift Work	

Last Name	First Name	Middle Name		
Address	Street	City	State	Zip
Telephone Numbers	Work:	Cell:		
Home:				

Have you ever worked for the City before? Yes No If yes, give date and position _____

Are you prevented from becoming lawfully employed in this country because of Visa or Immigration Status?
(Proof of Citizenship or Employment Status is Required under Federal Law) Yes No

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you 18 years or older? Yes No

Are you a veteran of the Armed Forces? Yes No

If yes, Branch _____ Dates of Service _____ to _____
Type of Discharge _____

Are you capable of adequately performing the essential functions of the position as described in the job description? Yes No If No, the City will provide reasonable accommodation within the limits prescribed by law.

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.”

Education and Training

	Elementary	High School	Undergraduate College/University	Graduate/Professional
School Name Location				
Years Completed (Circle Highest)	5 6 7 8 9 10 11 12		1 2 3 4	1 2 3 4
Diploma/Degree				
Academic Focus				
Specialized Training Licenses Held			Drivers License No.	
Honors				
Volunteer Work Internships				
Clerical Applicants Only	Type WPM _____ 10 Key <input type="checkbox"/> Yes <input type="checkbox"/> No		Shorthand <input type="checkbox"/> Yes <input type="checkbox"/> No Speed _____	Wordprocessing <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

List any professional, trade, business, or civic activities and offices held.
(You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other legally protected status)

Computer Skills? Word Processing Spreadsheet Programming Other
 Please identify Software Program Proficiencies: _____

References

Give name, address, and telephone number of three references who are not related to you.

1. _____

2. _____

3. _____

Employment Experience

Start with your present or most recent position. Include any job-related military service assignments or volunteer related activities. Applicant should identify all job-relevant experiences. Please use additional sheets if necessary.

Employer		Dates Employed		Work Performed
Address		From	To	
Telephone				
Job Title <input type="checkbox"/>	Supervisor	Beginning Salary	Final Salary	
Reason for Leaving <input type="checkbox"/>				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone				
Job Title	Supervisor	Beginning Salary	Final Salary	
Reason for Leaving <input type="checkbox"/>				
Employer		Dates Employed		Work Performed
Address		From	To	
Telephone				
Job Title <input type="checkbox"/>	Supervisor	Beginning Salary	Final Salary	
Reason for Leaving <input type="checkbox"/>				

Special Skills and Qualifications

Summarize any special job-related skills and qualifications acquired from employment or other applicable experience.

Applicant's Statement

I certify that the information contained in this application (and accompanying resume, if any) is true and complete to the best of my knowledge, and that I have not omitted any material information. In the event of employment, I understand that any misrepresentations or false information given in my application or interview(s) will result in discharge.

I authorize investigation of all statements contained in this application for employment with the City of Farmington 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 180 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. It is understood and acknowledged that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the employee may resign at any time and the employer may discharge the employee at any time with or without cause.

I further understand that no management official other than the City Administrator of the City of Farmington has the authority to make oral or written agreements for employment for a specified time or for specified conditions of my employment.

Applicant Signature

Date

DO NOT WRITE IN THIS SECTION

NOTES: _____

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veteran's preference points you must:

- Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who, because of disability, is unable to qualify; AND
- NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

YOU MUST SUPPLY a copy of your DD214. Disabled veterans must also supply form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the veteran's DD214 and FI-802 or death certificate.

If you supply the supporting documentation by separate mail, your name and position applied for must be included.

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? ___ YES* ___ NO

**IF YES, your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position.*

VETERAN'S PREFERENCE POINTS APPLICATION

Veteran: Self ___ Spouse ___ If spouse, veteran's name: _____
Branch of Service: _____ Period of Active Duty: from _____ to _____
Rank at Discharge: _____ Type of Discharge: _____
Date of Discharge: _____ Service No.: _____

Are you receiving or eligible for a military pension? ___ Yes ___ No
Do you have a compensable service related disability? ___ Yes ___ No

Preference Requested: Veteran ___ Disabled Veteran ___
Spouse of Disabled Veteran ___ Spouse of Deceased Veteran ___

Your Preference Points application cannot be considered without supporting documentation (see instruction above). If the documentation is not attached, it must be received by our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation: ___ is attached ___ will be submitted within 7 days of application deadline

FOR OFFICE USE ONLY

5 points ___ **10 points** ___

City of Farmington Job applicant notice

Drug and alcohol testing requirement

The City of Farmington recognizes that the state of an employee's health affects his/her job performance, the kind of work he/she can perform, and may affect his/her opportunity for employment. Drug and alcohol testing by the City will be used to promote public confidence in the safety and integrity of the City's work force. The City's Drug and Alcohol Testing Policy is applicable to all City employees and job applicants who have been conditionally offered employment.

In recognition of the City's efforts to select only those most qualified candidates, I the undersigned, understand that if a job offer is made to me for regular part time or full time employment, said offer will be made conditional upon consenting to a drug and alcohol screening test. I further understand that refusing to supply the required samples or producing a confirmed positive drug or alcohol test indicating the presence of illegal drugs or alcohol may result in the rejection of my application for employment and automatic withdrawal of my contingent job offer so made. The City will, in the event of a positive confirmed test result, inform me within three working days of the laboratory results.

I have read the above and acknowledge my awareness of the City's Drug and Alcohol Testing Policy and the requirement for testing as indicated above.

Signature of Applicant

Date

Data practices act notice

The Minnesota Data Practices Act requires that you be informed of the purposes and intended uses of the information or provide to the City of Farmington during the application process or during employment.

Any information about yourself that you provide to the City of Farmington during application process will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the **Application for Employment**. If you refuse to supply information requested by the City in the **Application for Employment**, it may mean that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information given by an applicant is considered to be public information:

1. Veteran's Status
2. Job History
3. Education and training
4. Relevant test scores
5. Rank on eligibility list
6. Work Availability

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position with the City of Farmington. If you are hired, the following additional data about you will be considered public information:

1. Name
2. City and County of residence
3. Actual gross salary, salary range, and actual gross pension
4. Value and nature of employer paid benefits
5. Job title and job description
6. Dates of your first and last employment
7. Status of written complaints or charges against you while you work for the City of Farmington and whether or not they resulted in disciplinary action
8. Work location and work telephone
9. Honors and awards received
10. Time sheets or other comparable data used for payroll purposes
11. Previous work experience

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to those members of city staff needing it to process city records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request:

1. The Bureau of Census
2. Federal, State and County Auditors

3. The State Department of Public Welfare
4. The Department of Human Rights
5. Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities
6. Labor organizations and the Bureau of Mediation Services

Data may also be made available to others through court order.

I certify that I have read and understand the above “**Data Practices Act Notice.**”

Applicant Signature

Date