

**RETURN TO:**

ADMINISTRATION  
CITY OF FARIBAULT  
208 1ST AVE. NW  
FARIBAULT, MN 55021

DATE RECEIVED BY CITY:

RECEIVED BY:

# CITY OF FARIBAULT EMPLOYMENT APPLICATION

All persons are welcome to apply with the City of Faribault. Your application will be considered in competition with others for the position in which you are interested. Please furnish complete information as outlined in this application. Submission of an incomplete application disqualifies you from consideration for employment.

All information contained in or connected with this application will be considered for use only in conjunction with your possible employment with the City of Faribault. You are encouraged to attach any additional information which you believe qualifies you for the position for which you are applying.

The City of Faribault fully endorses recruitment and selection based upon merit criteria. To this end, all candidates regardless of race, color, creed, religion, national origin, marital status, status with regard to public assistance, sexual orientation, sex, age or disability are invited to apply.

Please print or type in ink.

POSITION APPLIED FOR

ANNUAL SALARY DESIRED	TEMPORARY	REGULAR	PART-TIME	FULL-TIME	DATE AVAILABLE
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**PERSONAL INFORMATION**

LAST NAME	FIRST	MIDDLE	SOCIAL SECURITY NUMBER		
PRESENT PERMANENT ADDRESS	CITY	COUNTY	STATE	ZIP CODE	
DAY TELEPHONENO. ( )		HOME TELEPHONE NO. ( )			

Are you under 18?      Yes      No      Are you willing to work overtime if necessary?      Yes      No  
 Are you a United States citizen OR if not, do you have permission to work in this country?      Yes      No

**EDUCATION TRAINING**

HOW MANY YEARS OF SCHOOL HAVE YOU COMPLETED?	1 2 3 4 5 6	7 8 9 10 11 12	13 14 15 16	17 18 19 20+
	Elementary	High School	Undergraduate	Graduate

Type of School	Name and Address of School	Diploma, Degree or Certificate Earned	Credit Total	Major & Minor Subjects
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High School
College or University
College or University
Graduate School
Technical
Technical

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need assistance in the selection process, please notify the Administrative Services Manager at (507) 333-0354 [(507) 333-0398 TTD]

**EMPLOYMENT HISTORY**

**Instructions:** Beginning with your present or most recent employment or occupation, list all your employers for at least the last five years. It is important to provide complete information. Resumes and additional supporting materials may be submitted in support of but not in lieu of the following:

PRESENT OR LAST EMPLOYER	ADDRESS	CITY	STATE		
SUPERVISOR'S NAME AND TITLE		PHONE NO.	MAY WE CONTACT	YES	NO
DATES EMPLOYED (MO/YR)	HOURS WORKED	JOB TITLE	IF NOT, WHY?		
FROM	TO	PER WEEK			
REASON FOR LEAVING			LAST SALARY		
SPECIFIC DUTIES					

SECOND LAST EMPLOYER	ADDRESS	CITY	STATE		
SUPERVISOR'S NAME AND TITLE		PHONE NO.	MAY WE CONTACT	YES	NO
DATES EMPLOYED (MO/YR)	HOURS WORKED	JOB TITLE	IF NOT, WHY?		
FROM	TO	PER WEEK			
REASON FOR LEAVING			LAST SALARY		
SPECIFIC DUTIES					

THIRD LAST EMPLOYER	ADDRESS	CITY	STATE		
SUPERVISOR'S NAME AND TITLE		PHONE NO.	MAY WE CONTACT	YES	NO
DATES EMPLOYED (MO/YR)	HOURS WORKED	JOB TITLE	IF NOT, WHY?		
FROM	TO	PER WEEK			
REASON FOR LEAVING			LAST SALARY		
SPECIFIC DUTIES					

FOURTH LAST EMPLOYER	ADDRESS	CITY	STATE		
SUPERVISOR'S NAME AND TITLE		PHONE NO.	MAY WE CONTACT	YES	NO
DATES EMPLOYED (MO/YR)	HOURS WORKED	JOB TITLE	IF NOT, WHY?		
FROM	TO	PER WEEK			
REASON FOR LEAVING			LAST SALARY		
SPECIFIC DUTIES					

**MILITARY** - Complete this section if you served in the U.S. Armed Forces

DESCRIBE YOUR DUTIES AND ANY SPECIAL TRAINING	BRANCH OF SERVICE
	LENGTH OF ACTIVE DUTY
	RANK AT DISCHARGE

**UNSALARIED EXPERIENCE** (Use additional sheet if necessary)

VOLUNTEER ORGANIZATION	STREET	CITY	STATE
POSITION HELD		DUTIES PERFORMED	
IMMEDIATE SUPERVISOR		PHONE NO.	
LENGTH OF PARTICIPATION	HOURS PER WEEK	SKILLS LEARNED	

**LICENSES**

DO YOU PRESENTLY HAVE A MINNESOTA DRIVERS LICENSE	YES	NO		
MN DRIVERS LICENSE NO.	CLASS A	CLASS B	CLASS D	EXPIRATION DATE _____
IF RELEVANT, LIST OTHER CURRENT REGISTRATIONS, LICENSES OR CERTIFICATES YOU HAVE. INCLUDE DATE FIRST ISSUED AND EXPIRATION OF CURRENT ISSUANCE				
REISTRATIONS, LICENSES, CERTIFICATES			DATE ISSUED	EXPIRATION DATE

**ELECTION OF VETERAN'S PREFERENCE**

**Do you wish to claim a veteran's preference if you achieve a passing score?**

If so, please check the preference you are claiming:

- Veteran (defined as person separated under honorable conditions who has served on active duty from at least 181 days, or honorably discharged by reason of disability incurred while on active duty).
- Disabled Veteran (a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability is currently existing).
- Spouse of the deceased veteran.
- Spouse of disabled veteran who is unable to use preference due to disability.

**NOTE: If you elect to use a veteran's preference please provide documentation (DD214) establishing your right to claim the preference.**

Signature: \_\_\_\_\_

**REFERENCES** Please give the names of two persons (not related to you) who can testify to your character and qualifications.

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

**IMPORTANT NOTICE TO ALL APPLICANTS**

The City of Faribault conducts criminal history background checks on regular full-time, part-time, and temporary employees.

For sworn police positions, felony convictions (and certain other convictions mandated by the state licensing board for police) will automatically disqualify you from further consideration. For non-police positions, the city will look at the type of conviction and whether it is directly related to the job for which you are applying.

Candidates for positions working with children will not be selected if they have been convicted of any crime listed in the Child Protection Worker Act (Minnesota Statutes 299C61 & 62). Generally, this includes child abuse crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes.

Before any applicant (other than applicants for positions within the police or fire department) is rejected on the basis of criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364. This includes the right to show evidence of rehabilitation.

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Faribault during the application process or during employment.

Any information about yourself that you provide to the City of Faribault during the application and interview process will be used to identify you as an applicant and to assess your qualification for employment with the City. Although you are not legally required to supply information, you are required to provide the information requested in the Employment Application, if you wish to be considered for employment. If you do not supply the information requested, it may mean that your application is not considered.

*The information may be provided to:*

- 1) Persons authorized to have access to the information under state or federal law; and
  - 2) Persons authorized by court order to have access to the information; and
  - 3) Persons to whom you consent in writing to have access to the information.
- All individuals in the City who need to know the information will have access.

I authorize and consent to have City representatives make inquiries about me if I am to be considered for employment.

Former employers are authorized to give information about me in any form, oral or written. They are hereby released from all liability for issuing such information. I hereby knowingly waive any privileges, including protection under the Data Practices Act, that I have as to such information.

I understand that misrepresentation or omission of facts will be cause for cancellation of consideration for employment or dismissal if employed.

I understand that employment is, at minimum, conditioned upon physical exam, Criminal Background check, credit check, and Driver's License check. The City requires drug and alcohol testing for all position finalists. A copy of the City's Drug and Alcohol Policy is available upon request from the Administrative Services Manager. I agree to complete these tests if I receive a conditional offer of employment.

If the position for which I am hired is not part of a union, I recognize that employment at the City of Faribault is "at will" and not contractual wherein the employer or employee may terminate the relationship at any time for any reason. I further acknowledge that the City may unilaterally revise salaries, wages, fringe benefits, and conditions of employment.

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 \_\_\_\_\_

My signature confirms that I have read and understand the authorization and notice to applicants set forth above. I recognize that my failure to sign, accurately complete or falsify information in this application will automatically disqualify me from consideration for employment.

**APPLICANT DATA RECORD**

**RECEPTIONIST: SEPARATE FROM APPLICATION FILE**

The information requested below will be used to determine the effectiveness of our recruitment efforts and to meet federal reporting requirements. This data will be kept in a confidential file separate from your employment file and will not be given to staff members making hiring decisions. We appreciate your cooperation and assistance in completing the Applicant Data Record. Providing information on age, race, sex, handicap, and veteran's status is voluntary; all other questions must be answered. Place an "X" in the appropriate box that identifies your response.

**SECTION I**

NAME	ADDRESS	CITY	STATE	ZIP	
HOURS OF WORK DESIRED					
ONLY FULL-TIME	ONLY PART-TIME	PART-TIME OR FULL-TIME	TEMPORARY PART-TIME OR FULL-TIME		
ARE YOU CURRENTLY EMPLOYED?		YES	NO		
LEVEL OF EDUCATION COMPLETED					
HIGH SCHOOL	VO-TECH	AA	BA/BS	MASTERS	DOCTORATE

**SECTION II**

POSITION APPLIED FOR
YEARS OF EXPERIENCE IN IDENTICAL OR SIMILAR POSITION:
YEARS OF EXPERIENCE IN RELATED POSITION:

**SECTION III**

HOW DID YOU LEARN ABOUT THIS POSITION?

- |                         |                                   |
|-------------------------|-----------------------------------|
| STAR TRIBUNE            | AMERICAN INDIAN INTEREST GROUP    |
| ST. PAUL PIONEER PRESS  | ASIAN INTEREST GROUP              |
| FARIBAULT DAILY NEWS    | BLACK INTEREST GROUP              |
| FRIEND/RELATIVE         | HANDICAPPED PERSON INTEREST GROUP |
| CALLED OR VISITED       | VETERAN'S INTEREST GROUP          |
| WEB SITE                | WOMEN'S INTEREST GROUP            |
| EDUCATIONAL INSTITUTION |                                   |
| STATE JOB SERVICE       |                                   |
| INTERNET                | OTHER _____                       |

AGE GROUP	DATE OF BIRTH	PLACE OF BIRTH	SEX	MALE	FEMALE
UNDER 40    40-55    OVER 55					
RACE/ETHNIC GROUP					
AMERICAN INDIAN/ALASKAN NATIVE	ASIAN OR PACIFIC ISLANDER	BLACK	HISPANIC	WHITE	_____
VETERAN'S STATUS			ARE YOU RECEIVING WELFARE BENEFITS?		
NON-VETERAN	VETERAN	VIETNAME ERA VETERAN	QUALIFIED DISABLED VETERAN	YES	NO
HANDICAP STATUS					
NOT HANDICAPPED	HANDICAPPED				

## NOTICE TO APPLICANT

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01 - 13.99) has two sections that affect applicants seeking employment with the City of Faribault.

First, when you are asked to provide personal data, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by the State or Federal law to receive the data you provide.

Second, the following information you provide for employment is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- 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 in the public employment.

If you are hired, the following additional data about you will be public:

- Your name;
- Your city and county of residence;
- Your actual gross salary, salary range, and actual gross pension;
- The value and nature of employer paid benefits, including the basis for and the amount of any added remuneration to your salary;
- Your job title and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Faribault, and whether or not they resulted in disciplinary action; the terms of any agreement settling any dispute arising out of employment with the city;
- Your work location and work telephone number; badge number; employee number;
- Your education and training background;
- Honors and awards you have received;
- Time sheets and other comparable data that are only used to account for your work time for payroll purposes; and
- Your previous work experience.

All data concerning you which is placed in your personnel files 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:

- The Bureau of Census
- Federal, State, and County Auditors
- Various State Agencies
- Various Federal Agencies
- Federal officials investigating compliance with Affirmative Action and Equal Employment Opportunity requirements.
- Labor Organizations and the Bureau of Mediation Services.

Data may also be made available through court order.

With the exception of demographic data, the data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying. Racial and ethnic data are used in summary form by the City's Affirmative Action Program to monitor protected class employment and meet federal, state, and local reporting requirements. Furnishing racial and ethnic data about yourself is voluntary.