



# EMPLOYMENT APPLICATION

200 Civic Heights Circle  
 Circle Pines, MN 55014  
 (763) 784-5898



Title of position for which you are applying		Date of application	Date available for work
Last name	First name	Middle name	Email address
Street Address		City	State      Zip
Are you under the age of 18? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If "yes", provide DATE OF BIRTH _____</i>	Residence phone	Cell phone	Business phone
Do you have relatives employed by the city? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, WHO? _____</i>		Employment status desired <input type="checkbox"/> FULL TIME <input type="checkbox"/> PART TIME <input type="checkbox"/> SEASONAL	

Have you previously been employed by the city?  YES  NO *If "yes", DATES \_\_\_\_\_ POSITION \_\_\_\_\_*

If position requires driving, please provide driver's license information:  
 LICENSE NUMBER \_\_\_\_\_ STATE \_\_\_\_\_ CLASS \_\_\_\_\_

## EDUCATION AND TRAINING

<b>Highest grade completed</b> <i>(Please circle)</i>	High School 9 10 11 12	College 13 14 15 16	Graduate School 1 2 MA PHD JD
Last high school	Name	Address	Did you graduate or receive GED? <input type="checkbox"/> YES <input type="checkbox"/> NO

Name and location of colleges, universities and technical schools	Dates attended	Graduate?	Type of degree	Course of study

## KNOWLEDGE, SKILLS AND ABILITIES

<b>Clerical</b>	<p>Can you operate:    Typewriter / Keyboard? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, words per minute _____</i>                                     Dictating equipment? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have computer experience? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please list computer programs you are proficient in and number of years you've had with each.</i></p> <p>Other office equipment you can operate:</p>
<b>Skilled Trade</b>	<p>Do you have experience in a skilled trade? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If so, please describe the extent/nature of the experience.</i></p> <p>List all machines and equipment you have operated:</p> <p>List all current licenses and/or certifications, together with an identification of the granting authority:</p>

## KNOWLEDGE, SKILLS AND ABILITIES (continued)

<b>Language Proficiency</b> (other than English)	Language _____	Speak ___ Yes ___ No ___ Yes ___ No	Read ___ Yes ___ No ___ Yes ___ No	Write ___ Yes ___ No ___ Yes ___ No
<b>Other</b>	List any specialized training you received that relates to this position <i>(include number of years and course content)</i>  List professional certificates, licenses or memberships.			

### JOB RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE

Type of volunteer activity <i>(Do not specify organization)</i>	Major Responsibilities	No. Hours Per Month	Years From      To

### EMPLOYMENT HISTORY

EXPERIENCE AND TRAINING RATINGS ARE DETERMINED BY THIS INFORMATION. \*PLEASE NOTE "SEE RESUME" IS NOT AN ACCEPTABLE RESPONSE FOR ANY ENTRIES ON THIS APPLICATION. RESUMES AND OTHER SUPPLEMENTAL MATERIALS WILL BE CONSIDERED IN ADDITION TO, BUT NOT IN LIEU OF, THIS APPLICATION. YOU MAY ATTACH ADDITIONAL SHEETS, IF NEEDED.

Employer _____ Address _____ Phone number _____ Your title _____ Supervisor _____ Supervisor's title _____ Number and type of position you supervised _____  Principal responsibilities (be specific) _____ _____ _____ _____ _____ _____ _____ _____	<b>Length of employment</b> from: month _____ year _____ to: month _____ year _____ Total years _____ months _____  Hours per week _____ Salary \$ _____ hourly \$ _____ monthly \$ _____ annual  Reason for leaving _____ _____ _____ _____  May we contact this employer? _____ If no, please indicate reason: _____ _____
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Employer _____ Address _____ Phone number _____ Your title _____ Supervisor _____ Supervisor's title _____ Number and type of position you supervised _____  Principal responsibilities (be specific) _____ _____ _____ _____ _____ _____ _____ _____	<b>Length of employment</b> from: month _____ year _____ to: month _____ year _____ Total years _____ months _____  Hours per week _____ Salary \$ _____ hourly \$ _____ monthly \$ _____ annual  Reason for leaving _____ _____ _____ _____  May we contact this employer? _____ If no, please indicate reason: _____ _____
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## EMPLOYMENT HISTORY (continued)

Employer \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone number \_\_\_\_\_ Your title \_\_\_\_\_  
 Supervisor \_\_\_\_\_  
 Supervisor's title \_\_\_\_\_  
 Number and type of position you supervised \_\_\_\_\_

**Length of employment**  
 from: month \_\_\_\_\_ year \_\_\_\_\_  
 to: month \_\_\_\_\_ year \_\_\_\_\_  
 Total years \_\_\_\_\_ months \_\_\_\_\_

Hours per week \_\_\_\_\_  
 Salary \$ \_\_\_\_\_ hourly  
 \$ \_\_\_\_\_ monthly  
 \$ \_\_\_\_\_ annual

Principal responsibilities (be specific) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

May we contact this employer? \_\_\_\_\_  
 If no, please indicate reason: \_\_\_\_\_  
 \_\_\_\_\_

## REFERENCES

Four persons not related to you who can be contacted regarding your qualifications, work habits and character.

NAME	ADDRESS	PHONE NO.	POSITION AND RELATION TO YOUR WORK

## GENERAL INFORMATION TO APPLICANTS

If you are hired for this position, you may be required to undergo a physical examination at the City/Centennial Utilities' expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations need to be made for you.

Minn Stat. Sec. 518.611 Subd. 8 requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. Failure to provide said documentation will result in dismissal.

THE CITY OF CIRCLE PINES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN THE ADMISSION OF, OR ACCESS TO, OR TREATMENT IN EMPLOYMENT IN ITS PROGRAMS OR ACTIVITIES. IT IS THE POLICY OF THE CITY OF CIRCLE PINES/CENTENNIAL UTILITIES TO PROVIDE REASONABLE ACCOMMODATION TO THE KNOWN PHYSICAL AND MENTAL LIMITATIONS OF QUALIFIED DISABLED APPLICANTS AND EMPLOYEES IN ORDER FOR THEM TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN QUESTION.

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF CIRCLE PINES/CENTENNIAL UTILITIES HIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF HIRED, YOU WILL BE REQUIRED TO PROVIDE A WRITTEN DOCUMENTATION OF CITIZENSHIP OR LEGALIZED ALIEN PROGRAM WITHIN 72 HOURS OF EMPLOYMENT. CITY RECRUITING AND HIRING DECISIONS SHALL NOT BE BASED UPON CITIZENSHIP. FAILURE TO PROVIDE SAID DOCUMENTATION WILL RESULT IN DISMISSAL.

If selection for this position requires you to appear for testing and you fail to comply, your application will not be considered.

## IMPORTANT FACTS ABOUT INFORMATION ON YOUR 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. 15.165, Subd. 2). If you are employed, 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.

Private Data	Why We Ask For It	Are you legally obliged to provide it?	What may happen if you don't provide it?
Name	To distinguish you from all other applicants.	Yes	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 interviews.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notices.
Sex, Racial/Ethnic Group, Handicapped status, Vietnam Veteran Status	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 a 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.**

## READ AND SIGN

Information requested on your application that is defined by State Statute as public may be released on request and includes: job history, education and training, relevant test scores and work availability. If you are selected as a finalist for a position, your name will become public information. Other information will be considered private and will be used only in conjunction with your possible employment. The city has the right to verify information provided in the application. False information may subject an applicant to the penalty provisions of M.S. 43A. 39.

**In connection with this application for employment, I authorize the City of Circle Pines 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 my academic performance such as transcripts. Moreover, I hereby release the City of Circle Pines 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 declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information above.**

Date \_\_\_\_\_ Signature \_\_\_\_\_

*EQUAL OPPORTUNITY EMPLOYER*

### How were you made aware of this employment opportunity?

Internet (specify site): \_\_\_\_\_

Newspaper (specify paper) \_\_\_\_\_

Employee Referral (provide name) \_\_\_\_\_

Community Agency Referral (specify name): \_\_\_\_\_

Other Source: \_\_\_\_\_

OFFICE USE ONLY

DATE RECEIVED:

INTERVIEW:

# CITY OF CIRCLE PINES / CENTENNIAL UTILITIES

## ADDENDUM TO APPLICATION FORM

### VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded 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 veterans preference points, you must:

1. 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 the disability is not able to qualify: **AND**
2. not be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

This information you provide on this form will be used to determine your eligibility for veterans preference points. you are required to supply this information, but we cannot award veterans 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 FL-802 OR DEATH CERTIFICATE.

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

ARE YOU APPLYING FOR VETERANS BONUS POINTS? \_\_\_ Yes \_\_\_ No

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

### VETERANS PREFERENCE POINTS APPLICATION

Veteran  
\_\_\_ Self \_\_\_ Spouse If spouse, veteran's name: \_\_\_\_\_

Branch of Service \_\_\_\_\_ Period of Active Duty From: \_\_\_\_\_ to \_\_\_\_\_.

Rank of Discharge \_\_\_\_\_ Type of Discharge \_\_\_\_\_ Date of Final Discharge \_\_\_\_\_

Service No \_\_\_\_\_

Are you receiving or eligible for a military pension? \_\_\_ Do you have a commendable service-related disability? \_\_\_

Preference requested: \_\_\_ Veteran \_\_\_ Disabled Veteran \_\_\_ Widow of a Deceased  
\_\_\_ Spouse of Disabled Veteran \_\_\_ Spouse of Deceased Veteran Veteran Who Was  
Disabled at Time of Death

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

For office use only:  
10 points \_\_\_\_\_ 15 points \_\_\_\_\_