

CITY OF WAVERLY
502 Atlantic Avenue
Waverly, MN 55390

APPLICATION FOR EMPLOYMENT

Position Being Applied For _____

PLEASE READ CAREFULLY BEFORE FILLING OUT THIS APPLICATION.

AUTHORIZATION AND RELEASE

In accordance with the Minnesota Government Data Practices Act, the City of Waverly is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you but not available to the public. This application for the City of Waverly contains private information as defined by Minnesota State Statutes 15.1692, Subd. 1-5.

The information collected from you or from other agencies or individuals authorized by you is used to determine your eligibility to become an employee of the City of Waverly. You are not required to provide the information requested on the application form; however, this information is vital to determine your eligibility to become an employee of the City of Waverly. Failure to provide this information could result in you not being considered for employment with the City of Waverly.

The dissemination and use of the private data we collect is limited to that necessary to determine your eligibility to become an employee of the City of Waverly. Persons with whom this information may be shared include:

1. The Wright County Sheriff's personnel administering to records collection and dissemination.
2. Any other agency, authorized by you, that may be able to provide information about your eligibility to become an employee of the City of Waverly.

Unless otherwise authorized by State Statute or Federal law, other government agencies utilizing the reported private data must also treat the information as private.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION REGARDING MY RIGHTS AS A SUBJECT OF GOVERNMENT DATA.

(Date) (Signature of Applicant)

Informed Consent
City of Waverly
502 Atlantic Avenue
Waverly, MN 55390
(763) 658-4217

Date: _____

The following named individual has made application with this agency for employment.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full)(please print):

Maiden, Alias or Former(please print): _____

Date of Birth: _____ **Sex (M or F):** _____
Month/Day/Year

Social Security Number (optional): _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to City of Waverly for the purpose of employment with this agency.

The expiration of this authorization shall be one year from the date of my signature.

Signature of Applicant _____ **Date** _____

Notary: _____ Dated: _____

My Commission Expires on _____.

CITY OF WAVERLY

APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment. Your application will be considered with others. It is our policy to provide equal opportunity in employment. This policy prohibits discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership, or activity in a local commission, disability, or age in all aspects of our personnel policies, programs, practices, and operations. This policy applies to full-time, part-time, temporary, and seasonal employment.

The information contained in this application will be considered personal and confidential and used only in conjunction with your possible employment. Please furnish us with complete information. You are encouraged to attach any additional information which you believe qualifies you for the position.

Please use **INK OR TYPEWRITER**.

1. Title or kind of work applied for: _____
_____ Permanent _____ Part-time _____ Seasonal
_____ Temporary Date Available: _____

PERSONAL INFORMATION

2. Name: (Last) _____ (First) _____ (Middle) _____

3. Present Address: _____

City _____ State _____ Zip Code _____

Do you live within a 15 minutes drive of the City? Yes _____ No _____

If not, are you willing to relocate within a 15 minute drive? Yes _____ No _____

Prior addresses for past 10 years: _____

4. Phone #s: (home) _____ (Cell) _____ (Work) _____

5. Drivers License No. _____ Class _____ State _____

6. If you are not a citizen of the United States, do you have Bureau of Immigration approval to work in the U.S.?

Yes _____ No _____

EDUCATIONAL INFORMATION

8. Circle the highest grade completed Grade School High School College Post Graduate
 1 2 3 4 5 6 7 8 9 10 11 12 or GED 13 14 15 16 MA PHD Lib

Type of School	Name and Address of School	Degree	Major
High School		Diploma <input type="checkbox"/> GED <input type="checkbox"/>	
College or University			
College or University			
Graduate School			
Technical			

List any correspondence courses, special courses, seminars, workshops, training, and skills acquired that might relate to this position. Please review the job description before answering this question.

List any current licenses, registrations, or certificates that you possess.

TO BE COMPLETED BY APPLICANTS FOR CLERICAL, AND FISCAL POSITIONS ONLY

Typing Ability: Yes _____ No _____ WPM _____ Shorthand Ability: Yes _____ No _____ WPM _____

Business Machines and Experiences: _____

Bookkeeping Experience: _____

TO BE COMPLETED BY APPLICANTS FOR LABOR AND SKILLED TRADE POSITIONS ONLY

Apprenticeship(s) served or trades learned: _____

Capable of operating the following equipment: _____

EMPLOYMENT HISTORY - Please list past employers beginning with your most recent employment; if necessary, list other employers on additional sheet.

May we contact your present employer? Yes____ No____ If no, please explain:_____

Employer's Name_____ Phone No._____

Address_____ Zip Code_____

Position Held_____ Duties Performed_____

Full-time____ Part-time____ Immediate Supervisor_____

Employment Dates: From_____ To_____ Last Salary_____

Reason for leaving_____

Employer's Name_____ Phone No._____

Address_____ Zip Code_____

Position Held_____ Duties Performed_____

Full-time____ Part-time____ Immediate Supervisor_____

Employment Dates: From_____ To_____ Last Salary_____

Reason for leaving_____

Employer's Name_____ Phone No._____

Address_____ Zip Code_____

Position Held_____ Duties Performed_____

Full-time____ Part-time____ Immediate Supervisor_____

Employment Dates: From_____ To_____ Last Salary_____

Reason for leaving_____

MILITARY SERVICE RECORD

Are you a Veteran? *Yes_____ No_____ If yes, what Branch?_____

* See attached sheet - Veterans Preference Points Application/Instructions

Are you a Disabled Veteran? Yes____ No_____

Are you a widow/widower of a Veteran? Yes_____ No_____

Are you a spouse/widow/widower of a Disabled Veteran? Yes_____ No_____

Did you receive any training in the U.S. Armed Forces that is relevant to the position applied for?_____

PERSONAL REFERENCES

Give name, address, phone number, and occupation of 3 references who are not related to you and are not former employers.

1. _____
2. _____
3. _____

I hereby certify that all answers to the above questions are true and I agree and understand any false statements contained in this application may cause rejection of this application or termination of employment. I authorize that a transcript may be requested where necessary to verify any educational record.

Date

Signature of Applicant

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to evaluation points. 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 action 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.

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 FL-802 DEATH CERTIFICATE.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS? Yes _____ No _____

If you answered "yes", your DD214 or other documentation must be received no later than the final day the position you are applying for is officially closed.

Veteran's Preference Points Application

Veteran: Self _____ Spouse _____ If spouse, veteran's name _____

Branch of Service _____ Period of Active Duty: _____

Rank at Discharge: _____ Type of Discharge: _____

Date of Final Discharge: _____ 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 _____

Name of Applicant: _____

Date: _____ Supporting Documentation Attached: Yes _____ No _____

