

Application for Employment

City of Sherburn

21 E. First Street
PO Box 667
Sherburn, MN 56171
(507) 764-4491 Fax (507) 764-3882

| 1. Title of Position | | 2. Date of Application | | 3. Date Available for Work | |
|--|-----------------|-------------------------------|---|-----------------------------------|--------------------------|
| 4. Last Name | | First Name | | Middle Name | |
| 5. Are You Over the Age of 18? | | | 6. Home Telephone | | 7. Work Telephone |
| 8. Street Address | | | 9. City, State and Zip Code | | |
| 10. Are you a United States Citizen or eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | | |
| 11. Have you had any convictions other than minor traffic? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | 12. Employment Desired: <input type="checkbox"/> Regular Full-time <input type="checkbox"/> Seasonal/temporary | | |
| 13. Drivers license number, state issued and class Number _____ State _____ Class _____ | | | | | |
| 14. Education: Did you graduate from high school or receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No How many years of schooling have you completed? 7 8 9 10 11 12 13 14 15 16 17 18 19 20 | | | | | |
| TYPE OF SCHOOL | NAME & LOCATION | # YEARS COMPLETED | MAJOR | DEGREE | |
| High School | | | | | |
| Trade/Business/Vocational | | | | | |
| Undergraduate Studies | | | | | |
| Graduate Studies | | | | | |
| Apprenticeship Served | | | | | |
| 15. Please list relevant professional memberships, registrations or licenses. | | | | | |
| 16. List office machines you can efficiently operate. | | | | | |
| 17. List computer programs with which you are proficient. | | | | | |

18. Work Experience List complete employment history, beginning with most recent. Include paid and unpaid experience. **DO NOT USE "SEE RESUME" OR SIMILAR.** Attach additional sheets if needed.

| | |
|---|--|
| <p>Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____</p> <p>Principal Responsibilities _____ % of Time Spent _____ _____ _____ _____ _____</p> | <p>Length of Employment From _____ To _____ Total _____</p> <p>Hours Worked Per Week _____</p> <p>Last Salary/Wage _____</p> <p>Reason for leaving or seeking other employment _____ _____ _____</p> <p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____</p> <p>Principal Responsibilities _____ % of Time Spent _____ _____ _____ _____ _____</p> | <p>Length of Employment From _____ To _____ Total _____</p> <p>Hours Worked Per Week _____</p> <p>Last Salary/Wage _____</p> <p>Reason for leaving or seeking other employment _____ _____ _____</p> <p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |
| <p>Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____</p> <p>Principal Responsibilities _____ % of Time Spent _____ _____ _____ _____ _____</p> | <p>Length of Employment From _____ To _____ Total _____</p> <p>Hours Worked Per Week _____</p> <p>Last Salary/Wage _____</p> <p>Reason for leaving or seeking other employment _____ _____ _____</p> <p>May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |

Work Experience, continued:

| | |
|--|---|
| Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____ | Length of Employment From _____ To _____ Total _____ Hours Worked Per Week _____ Last Salary/Wage _____ Reason for leaving or seeking other employment _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Principal Responsibilities _____ % of Time Spent _____ _____ _____ _____ _____ | |

| | |
|--|---|
| Employing Firm _____ Address _____ Phone Number _____ Supervisor _____ Your Title _____ Supervisor's Title _____ | Length of Employment From _____ To _____ Total _____ Hours Worked Per Week _____ Last Salary/Wage _____ Reason for leaving or seeking other employment _____ _____ _____ _____ May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Principal Responsibilities _____ % of Time Spent _____ _____ _____ _____ _____ | |

| | |
|---|---|
| 19. Military Service Dates of Duty _____ Current Draft/ Reserve Status _____ | Branch of Service _____ Beginning and Ending Rank _____ _____ |
|---|---|

| | |
|--|------------------------|
| 20. References: List three references you have known at least one year who can attest to your work qualities. | |
| Name _____ | Address _____ |
| Relationship _____ | Telephone Number _____ |
| Name _____ | Address _____ |
| Relationship _____ | Telephone Number _____ |
| Name _____ | Address _____ |
| Relationship _____ | Telephone Number _____ |

21. Authorization to Collect, Use, and Release Information

As an applicant for a position with the City of Sherburn, I hereby expressly authorize the collection, use and release of any and all information concerning me, including information of a confidential or privileged nature, which relates to my employment.

I hereby release the City of Sherburn, with which I am seeking employment, from any liability that may result from releasing information requested. I also expressly authorize the release by my present and past employers (Please List Those We May Contact),

_____ including its agents/employees of any and all information concerning my employment with them, in any form, oral or written, and I agree to hold harmless the above prior employers from any liability whatsoever arising out of its release of information pursuant to this release.

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 its stated date.

Applicant's Full Name

Applicant's Signature

22. Signature

To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered.

Signature: _____ Date: _____

Tennessee Warning

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, and work availability. Your name is private except when you are certified as eligible for appointment to a vacancy. Certain other information requested on your application is private and may be released only to you or to governmental entities authorized access by law (MS 15.165 Subd. 2). Private data contained above:

- Name/Social Security Number (SSN): Used to identify you in relation to other applicants. You are legally required to provide your name, but not your SSN. Failure to provide this information may result in a delay in processing or rejection of your application.
- Local/Permanent Address/Home Telephone: Used to contact you regarding your application's status. You are not legally required to provide this information. Failure to provide this information may result in a delay in processing or notifying you of your application's status.
- License Information: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in your rejection as an applicant for these positions.
- Age Range: Used to accurately certify applicants for certain types of work according to State law. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.
- Citizenship Status: Used to certify applicants for work in the United States as determined by laws of the United States Department of Labor and the State of Minnesota. Failure to provide this information may result in rejection of your application.

The City of Sherburn is an Equal Opportunity Employer. It is the policy of the City of Sherburn not to discriminate in employment matters on the basis of race, creed, color, age, marital status, national origin, sex, or status with regard to public assistance or disability.