

**WILKIN COUNTY
300 SOUTH 5TH STREET
BRECKENRIDGE, MN 56520**

APPLICATION FOR EMPLOYMENT

Instructions: Please PRINT or TYPE the requested information in the spaces provided. Do not use pencil.

I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Wilkin County to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, and marital status, status with regard to public assistance, disability, sexual orientation or age.

II. DATA PRIVACY NOTICE

The information requested on this application is intended to be used by the County in determining suitability for employment for the position that you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the County being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the County may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act, will not be released outside the County without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. POSITION DESIRED

Title of position for which you are applying: _____

Date Available to Begin Employment: _____

IV. PERSONAL DATA

First Name: _____ M.I.: _____ Last Name: _____

Address: _____

Street

City

State

Zip

Home Phone _____ Alternate Phone _____ May we call you at work? _____

Social Security Number _____ Are you 18 years of age or older? Yes No

Are you either a U.S. citizen or legally eligible to hold employment in the United States? Yes No
(Proof of citizenship or immigration status will be required upon employment.)

Have you previously worked for the County? Yes No If yes, position held/department _____

Do you have any special needs which may necessitate accommodations in application /interview process?
Yes No If yes, please describe the type of accommodation requested: _____

V. VETERAN'S PREFERENCE

If you are a Veteran or the spouse of a disabled or deceased Veteran and wish to claim Veteran's Preference, please request and attach a Veteran's Preference claim form from Wilkin County and supply proof of your eligibility (DD214).

VI. WORK/VOLUNTEER EXPERIENCE

List all work and volunteer experience, most recent to be listed first. (Please attach additional work experience history sheets as necessary)

Employer	Work Performed	Dates Employed From _____ To _____
Address		Hourly Rate/Salary Start _____ Final _____
Telephone Number(s)		Hours Worked Per Week
Starting/Present Job Title		Reason for Leaving
Supervisor's Name, Title and Full Address		May We Contact This Employer? Yes ___ No ___ Business Phone _____ Business Fax _____

Employer	Work Performed	Dates Employed From _____ To _____
Address		Hourly Rate/Salary Start _____ Final _____
Telephone Number(s)		Hours Worked Per Week
Starting/Present Job Title		Reason for Leaving
Supervisor's Name, Title and Full Address		May We Contact This Employer? Yes ___ No ___ Business Phone _____ Business Fax _____

Employer	Work Performed	Dates Employed From _____ To _____
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Address		Hourly Rate/Salary Start _____ Final _____
Telephone Number(s)		Hours Worked Per Week
Starting/Present Job Title		Reason for Leaving
Supervisor's Name, Title and Full Address		May We Contact This Employer? Yes ___ No ___ Business Phone _____ Business Fax _____

Comments. Include explanation of any gaps in employment.

VII. LICENSURE/SPECIAL SKILLS

If the position requires a license, certification, registration or similar credential, attach a photocopy of the credential and complete the information below:

<u>Type of License</u>	<u>License No.</u>	<u>Issued By</u>	<u>Date</u>	<u>Expiration</u>
Driver's License				

Computer knowledge/use: _____

List/describe any other training and/or experience relevant to the position for which you are applying:

VIII. EDUCATION

EDUCATION				
School	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

IX. PROFESSIONAL REFERENCES

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors or heads of departments under whom you have worked. Indicate any who are related to you. The county reserves the right to contact all current and prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: _____

Address: _____

Phone Number: _____

Name of Reference: _____

Address: _____

Phone Number: _____

Name of Reference: _____

Address: _____

Phone Number: _____

X. CRIMINAL BACKGROUND INFORMATION

The County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job posting/ad for this position to determine if such a check will be conducted. If the job posting/ad states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the County, and formal approval by the appointing authority.

XI. PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment? Yes No

If so, identify the employer and describe the circumstances:

XII. PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected.

XIII. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE

I certify that the answers I have given on this application, and additional sheets if any, are true and correct to the best of my knowledge. I understand that any false or misleading information provided or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds from my immediate dismissal should I be employed by the County.

I understand, acknowledge, and agree that no offer of employment is valid or binding until formal approval by the appointing authority referenced in the job description and /or posting, and that until such approval, the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, **I hereby authorize** Wilkin County 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 academic performance. I understand that the County will use this information to determine my qualifications for the position I am seeking.

I hereby release the County and all current and former employers, volunteer organizations, and references listed herein and any and all agents acting on behalf of said County, current and former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

****Notice to Applicant: Applications must be signed to be considered for employment. Complete all applicable areas. Do not mark your application “see resume”. An incomplete application may reduce your opportunity for employment with Wilkin County. Applications must be received by the application deadline.**

Signature (Do not print)

Date