

APPLICATION FOR EMPLOYMENT  
WITH  
WILKIN COUNTY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Wilkin County is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed by us.

POSITION APPLYING FOR: \_\_\_\_\_

DATE: \_\_\_\_\_ TELEPHONE NUMBER: ( ) \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
City State Zip Code

Are you a citizen of the U.S. or do you have a visa allowing you to work in the U.S. in the work for which you are applying?

YES \_\_\_\_\_ NO \_\_\_\_\_

On what date will you be available for work? \_\_\_\_\_

Are you applying for a permanent position? \_\_\_\_\_ Or Part-time employment? \_\_\_\_\_

Would you be willing to work overtime when required? \_\_\_\_\_

Have you served in the U.S. Armed Forces? \_\_\_\_\_

If yes, what Branch? \_\_\_\_\_

Do you wish Veterans Preference? YES \_\_\_\_\_ NO \_\_\_\_\_

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of Wilkin County.

Signature of Applicant

Date

COLLEGE, UNIVERSITY, OR PROFESSIONAL SCHOOL		COURSE OF STUDY	DEGREE	GRAD. DATE
Name	Location			
BUSINESS, CORRESPONDENCE, TECHNICAL OR VOCATIONAL SCHOOL		COURSE OF STUDY	DEGREE	GRAD. DATE
Name	Location			
HIGH SCHOOL		GRADUATION DATE		
Name	Location			

**LIST A COMPLETE ACCOUNT OF YOUR WORK EXPERIENCE**

**IMPORTANT - 1. Give your present or most recent experience first.**

**2. BE COMPLETE.** Experience & training ratings are based on this information and your score may depend on it.

May we contact your present employer?  
Yes \_\_\_ No \_\_\_

May we contact former employers?  
Yes \_\_\_ No \_\_\_

If person of contact is different than supervisor, indicate the name & number.

**PRESENT COUNTY EMPLOYEES SHOULD INDICATE EACH PROMOTIONAL LEVEL OF EMPLOYMENT IN A SEPARATE BLOCK**

EMPLOYING FIRM:	ADDRESS:	HOURS/WEEK: _____ Starting Salary: _____ Last Salary: _____ Date Employed With This Firm: Month/Year Begin: _____ / _____ End: _____ / _____
YOUR TITLE:	SUPERVISOR:	
	TELEPHONE:	
SPECIFIC DUTIES:		
Reason for seeking other employment:		

EMPLOYING FIRM:	ADDRESS:	HOURS/WEEK: _____ Starting Salary: _____ Last Salary: _____ Date Employed With This Firm: Month/Year Begin: _____ / _____ End: _____ / _____
YOUR TITLE:	SUPERVISOR:	
	TELEPHONE:	
SPECIFIC DUTIES:		
Reason for seeking other employment:		

**PRESENT COUNTY EMPLOYEES SHOULD INDICATE EACH PROMOTIONAL LEVEL OF EMPLOYMENT IN A SEPARATE BLOCK**

EMPLOYING FIRM:	ADDRESS:	HOURS/WEEK: _____ Starting Salary: _____ Last Salary: _____ Date Employed With This Firm: Month/Year Begin: _____ / _____ End: _____ / _____
YOUR TITLE:	SUPERVISOR:	
	TELEPHONE:	
SPECIFIC DUTIES:		
Reason for seeking other employment:		

**PLEASE INDICATE THE NUMBER OF MONTHS EXPERIENCE OR TRAINING YOU HAVE IN EACH OF THE FOLLOWING AREAS:**

<b>MOWER OPERATORS</b>	<b>SURVEY CREW</b>	<b>GENERAL LABORERS</b>
____ Work Experience w/Wilkin County	____ Work Experience w/Wilkin County	____ Work Experience w/Wilkin County
____ Operation of Tractor/Mower Comb.	____ Office/Record Keeping Skills	
____ Repair & General Servicing of Tractor/Mower	____ Basic Engineering Skills	

**ALL APPLICANTS EXCEPT OFFICE HELP**

\_\_\_\_ Operation of Light Trucks

\_\_\_\_ Operation of Tractor/Loader

\_\_\_\_ General Servicing of Pickups

Are you physically able to do manual labor?     Yes     No

Do you have a valid Driver's License?     Yes     No    If so, what Class? \_\_\_\_\_

Please list additional Driver's License Endorsements, if any \_\_\_\_\_

IS THERE ANY OTHER INFORMATION YOU WOULD LIKE TO ADD WHICH YOU FEEL IS PERTINENT TO THE POSITION FOR WHICH YOU ARE APPLYING?

---



---



---

**RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE**

KIND OF VOLUNTEER ACTIVITY	YOUR TITLE/DUTIES	NUMBER OF HOURS/MONTH

PLEASE LIST THREE JOB-RELATED REFERENCES WITH COMPLETE ADDRESS AND TELEPHONE NUMBERS OF WHERE THE PERSON MAY BE CONTACTED:

---



---



---

## TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Wilkin County 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 to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for Employment if considered private data:

1. Name
2. Home address
3. Home phone number
4. Social Security number
5. Date of birth
6. Conviction record
7. Sex
8. Age Group
9. Disability type

We ask this information for the following reasons:

to distinguish you from all the other applicants and identify you in our personnel files;  
to enable us to verify that you are the individual who makes the application;  
to enable us to contact you when additional information is required, send you notices and/or schedule you for interviews;  
to determine if you meet the minimum age requirements (if any);  
to conduct proper investigations if you are applying for a position;  
to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you applied for;  
to enable us to ensure your rights to equal opportunities;  
to meet federal and state reporting requirements;  
and to make processing more efficient.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Wilkin County and the policies, rules and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP, AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the County Offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice a private data.

If you are hired by Wilkin County, you will be legally required to supply your Social Security number and all applicable tax information. This information will be sent to federal and state tax authorities, to the Social Security

Over ...

Administration and to PERA; and will enable us to compute your salary deductions. Insurance data which you will be required to furnish in order to participate in County health and life insurance plans will be classified as private as will payroll deduction data.

\*\*\*\*\*

In accordance with Minnesota Statutes Section 13.03 and 13.04, I have been informed of and understand my rights as a subject of data.

---

Signature

---

Date