

**APPLICATION FOR EMPLOYMENT**

**CITY OF KENNEDY**

An Equal Opportunity Employer

Date\_\_\_\_\_

**PERSONAL INFORMATION**

Name\_\_\_\_\_

Last

First

Middle

Address\_\_\_\_\_

Street or PO Box

City

State

Zip Code

Telephone (Work)\_\_\_\_\_ (Home)\_\_\_\_\_

Are you 16 years or older? Circle one YES NO Do you have a driver's license? YES NO

**EMPLOYMENT DESIRED**

Position\_\_\_\_\_ Date Available\_\_\_\_\_ Starting Wage\_\_\_\_\_

Do you wish to work (circle one) Full Time Part Time (how many hours\_\_\_\_\_) Temporary

Have you applied to the city before? YES NO If YES, when\_\_\_\_\_

Have you worked for the city before? YES NO If YES, when\_\_\_\_\_

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

How did you hear of this position? EMPLOYEE NEWSPAPER OTHER\_\_\_\_\_

**EDUCATION**

**Name & Location**

**# of yrs. Attended**

**Degree, Major Course**

<b>HIGH SCHOOL</b>			
<b>COLLEGE</b>			

**FORMER EMPLOYERS**-list most recent first

1. Name\_\_\_\_\_ Address\_\_\_\_\_

Phone\_\_\_\_\_ Starting Date\_\_\_\_\_ End Date\_\_\_\_\_

Weekly Starting Wage\_\_\_\_\_ Weekly Final Wage\_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Description of Work \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

2. Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Starting Date \_\_\_\_\_ End Date \_\_\_\_\_

Weekly Starting Wage \_\_\_\_\_ Weekly Final Wage \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Description of Work \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

3. Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Starting Date \_\_\_\_\_ End Date \_\_\_\_\_

Weekly Starting Wage \_\_\_\_\_ Weekly Final Wage \_\_\_\_\_

Job Title \_\_\_\_\_ Supervisor Name & Title \_\_\_\_\_

Description of Work \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**GENERAL**

Machines Used \_\_\_\_\_

Special Training \_\_\_\_\_

Special Skills \_\_\_\_\_

Special Interests \_\_\_\_\_

Why would you do well in this position \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include anything else you would like to share with us about yourself \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**REFERENCES**-list three persons not related to you whom you have known for at least one year

<b>Name</b>	<b>Address</b>	<b>Occupation</b>	<b>Phone</b>
1.			
2.			
3.			

**AUTHORIZATION**

I certify that the information contained in this application (and accompanying resume, if applicable) is correct and I have not omitted any information. I understand that falsification or omission of information may disqualify myself from further consideration for employment or result in immediate dismissal if discovered at a later date.

I authorize the schools, references and my prior employers listed above to provide my record, reason for leaving, and all other information they may have concerning me and I release all parties from any and all liability or claims for damage whatsoever that may result therefrom.

I agree to abide by and conform to the City's rules and regulations. I understand that my employment can be terminated with or without cause, at any time at the discretion of the city or myself.

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

## TENNESSEN WARNING

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Kennedy during the application process or during employment.

Any information about yourself that you provide to the City during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information about you must be made available to any member of the public who requests it:

- veteran status
- relevant test scores
- rank on eligible list
- job history
- education and training
- work availability

Your name will not be made available to the public unless you are selected to be interviewed by the City.

All other information that you provide about yourself during the application process or during employment with the City is classified as private under state law. That is, the information may not be provided to members of the public except:

1. persons authorized to have access to the information under state or federal law;
2. persons authorized by court order to have access to the information; and,
3. persons to whom you consent in writing to have access to the information.

All individuals in the City who need to know information will have access.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_