

**EMPLOYMENT
 APPLICATION**

The City of Columbus welcomes you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is our policy to provide equal employment opportunities to all. Individuals are evaluated and selected solely on the basis of their qualifications.

Please furnish complete and accurate information so that we can properly evaluate your application. Be aware that the use of false or misleading information or the omission of important facts may be grounds for immediate dismissal. Also note that information you provide herein may be subject to later verification and/or testing. You may attach to this application any additional information that helps explain your qualifications. *(Please print clearly or type).*

Personal

| | | | | | | | | |
|-----------|--|----------|------|--|--|---------------------------|--|-----|
| Last | | First | | Middle | | Other names you have used | | |
| Name | | | | | | | | |
| Street | | | City | | | State | | Zip |
| Address | | | | | | | | |
| Residence | | Business | | May we call you at work? | | | | |
| Telephone | | | | | | | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | |

Work Preferences

| | | | |
|--|--|---|--|
| Title of specific position for which you are applying: _____ _____ _____ _____ _____ _____ | | Are you interested in: FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> SEASONAL <input type="checkbox"/> If temporary/or seasonal for what period of time are you available? _____ Hours of availability _____ | |
|--|--|---|--|

The City of Columbus does not discriminate on the basis of race, age, religion, national origin, marital status, disability, sex, sexual preference, status with regard to public assistance, or any other basis protected by law.

General Information

| | | | |
|---|----------------------------|--|---|
| Have you applied here before? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, when? (Date) _____ | Are you on a lay-off or subject to recall? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you willing to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How did you hear about a job at the City of Columbus? | | | |
| <input type="checkbox"/> Came in on my own | | <input type="checkbox"/> Other (Specify) _____ | |
| <input type="checkbox"/> City employee | | <input type="checkbox"/> Newspaper (Specify) _____ | |
| <input type="checkbox"/> School (Specify) _____ Counselor _____ | | <input type="checkbox"/> Employment agency (Specify) _____ | |
| Salary expected | | When are you available? | |
| Driver's License Number | | State | Class |

Education and Training

| | | | | | | |
|--|--|--|------------------------------------|---------------|-------|-------|
| Circle the highest grade or year completed in high school 9 10 11 12 | Name and location of high school | Did you receive a high school diploma? | Did you receive a GED certificate? | | | |
| Name and location of college, university, technical, professional, business, trade, vocational, military or other school | Dates Attended Mo./Yr. Mo./Yr. From To | No. Credits Earned Qtr. Sem. | Certificate or Degree | Date Received | Major | Minor |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Special Skills

| | | | | |
|---|---|--|--|--|
| Clerical Skills | What is your present typing speed per minute? | Can you operate or have skills in the following areas: | Computer Speedwriting Dictating Equipment | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Please list software and computer skills (Programs, Word Processing, Spreadsheets, programming etc.) _____ | | | | |
| Other office equipment you can operate (Dictating, 10 Key, Recording equipment etc.) _____ | | | | |
| Trade Skills | Do you have experience in a skilled trade? If so, please describe the extent/nature of experience | | | |
| Have you completed an apprenticeship in a skilled craft? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, - | What craft? | Where did you complete it? | |
| List all machines and equipment you have operated: _____ _____ _____ | | | | |

Employment History

Give accurate, complete full-time and part-time employment record. Start with your present or most recent employer. Please do not write "see resume" in this section. Part or all of your rating may be based on this information.

| | |
|--|---|
| Company Name | Telephone ()- |
| Address | Employed (State Month and Year) From To |
| Name of Supervisor and Title | Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly \$ |
| State job title and list your duties/responsibilities, beginning with the duty that consumed the greatest proportion of your time: | Reason for leaving |

| | |
|--|---|
| Company Name | Telephone ()- |
| Address | Employed (State Month and Year) From To |
| Name of Supervisor and Title | Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly \$ |
| State job title and list your duties/responsibilities, beginning with the duty that consumed the greatest proportion of your time: | Reason for leaving |

| | |
|--|---|
| Company Name | Telephone ()- |
| Address | Employed (State Month and Year) From To |
| Name of Supervisor and Title | Salary <input type="checkbox"/> Hourly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly \$ |
| State job title and list your duties/responsibilities, beginning with the duty that consumed the greatest proportion of your time: | Reason for leaving |

May we contact the employers listed above? _____ If not, indicate by number the one(s) you do not wish us to contact: _____.

Other Training and/or Experience

Please list below any other training or volunteer work you have done which you believe would be an asset to the position for which you are applying.

| Name & Location of Organization | Volunteer or Training? | Duties Performed or Training Received |
|---------------------------------|------------------------|---------------------------------------|
| <hr/> <hr/> Telephone | | |

| Name & Location of Organization | Volunteer or Training? | Duties Performed or Training Received |
|---------------------------------|------------------------|---------------------------------------|
| <hr/> <hr/> Telephone | | |

Licenses and Certificates

Complete this section if the position for which you are applying requires any type of license or certificate.

| License or Certificate | Serial Number | Expiration Date |
|------------------------|---------------|-----------------|
| | | |
| | | |
| | | |

Do you have any hobbies or interests, or do participation in any community activities that would be relevant to the position for which you are applying?

References

| Please provide the name, address and telephone number of three references who are not related to you and are not previous employers. | | |
|--|---------|-------|
| Name | Address | Phone |
| 1. _____ | _____ | _____ |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |

Please Read and Sign

1. I certify that the information contained in this application is correct to the best of my knowledge and authorize an investigation of all statements contained in this application.
2. I authorize the references listed previously to give you any and all information concerning my previous employment and pertinent information they may have, personal or otherwise, and release all parties from all liability for any damage that may result from furnishing the same to you.
3. I agree that if there are any misrepresentations, or if the results of any investigation are not satisfactory for any reason, an offer of employment made to me may be terminated if I had been employed.
4. I understand that nothing contained in this application or anything else in the interview process is intended to create an employment contract between the Town and me for either employment or for providing any benefits unless expressly made in writing and signed by the City Administrator.
5. I understand that the employment with the City is "at will". This means that either the City or the employee has the right to end the employment relationship at any time, with or without cause and with or without notice.

Date

Applicant's Signature

**Your name is considered private until you are certified as eligible
for appointment to a vacancy or considered as a finalist.**

The Minnesota Data Practices Act

The Minnesota Data Practices Act requires that you be informed of the purposes and intended use of the information you provide to the Town of Columbus during the application process or during employment.

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

You are hereby advised that, under Minnesota law, the following information given by an applicant is considered to be public information:

- Veteran's Status
- Job History, Education and Training
- Relevant Test Scores
- Work Availability

As an applicant your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position with the Town of Columbus. If you are hired, the following additional data about you will be considered public information:

- Name, Job Title and Job Description
- City and County Of Residence
- Actual Gross Salary, Salary Range, and Gross Pension
- Value and nature of employer paid benefits
- Dates of you first and last employment
- Status of Written Complaints or Charges Against You While You Work The City of Columbus and Whether or Not They Resulted In Disciplinary Action
- Work Location and Work Telephone
- Previous Work Experience, Education and Training Background
- Honor and Awards Received
- Time Sheets or other Comparable Data Used for Payroll Purposes

All data concerning you that is placed in your personnel file and which is not listed above is private data. This private data will be available to you and those members of the Town Staff needing it to process Town records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request:

- Census Bureau
- Federal, State and County Auditors
- State Department of Welfare AND Department Of Human Rights
- Federal Officials Investigating Compliance of Affirmative Action And Equal Employment Opportunities
- Labor Organizations And The Bureau Of Mediation Services

The remaining data you provide would generally be considered private under the data practices act. You would be entitled to access your private data. A third party is entitled to access such data with your consent, pursuant to court order or statutory provisions.

I have read And understand the "Data Practices Act Notice"

Date

Applicant Signature