

# Application for Employment



**City of Austin**  
500 Fourth Avenue NE  
Austin, MN 55912  
507-437-9940  
www.ci.austin.mn.us

Date Received  
(Internal Use Only)

We welcome your application for employment. Please furnish us with complete information to assist us in giving you full consideration. Additional information, which you believe qualifies you for the position for which you are applying, may be attached to this application.

The City of Austin is an affirmative action employer. It is our policy to provide equal employment opportunities to all. The City of Austin does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, marital status or status with regard to public assistance. Individuals are evaluated and selected on the basis of merit.

## PERSONAL INFORMATION

|   |       |                   |               |  |
|---|-------|-------------------|---------------|--|
| Name:   |       |                   |               |  |
| Last  | First | Middle            |               |  |
| Present Address:  |       |                   |               |  |
| Street  | City  | State             | Zip Code      |  |
| Permanent Address:<br>(If different from above)   |       |                   |               |  |
| Street  | City  | State             | Zip Code      |  |
| Home Phone Number   |       | Cell Phone Number | Email address |  |
| Are you under 18? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, state date of birth: _____   |       |                   |               |  |
| Are you willing to work overtime if required? Yes <input type="checkbox"/> No <input type="checkbox"/>  |       |                   |               |  |
| Are you a United States citizen OR if not, do you have permission to work in this country? Yes <input type="checkbox"/> No <input type="checkbox"/><br>(Verification will be required.) |       |                   |               |  |

## WORK PREFERENCE

|   |   |
|---|---|
| Type of work you are interested in or position for which you are applying:  |   |
| Employment Condition desired:   |   |
| <input type="checkbox"/> Fulltime <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Other (Please explain): |   |
| Date Available:   | Have you previously been employed by the City of Austin? Yes <input type="checkbox"/> No <input type="checkbox"/><br>If yes, date(s) _____ position _____ |

## EDUCATION AND TRAINING

|  |                           |                        |  |
|--|---------------------------|------------------------|--|
| Highest Grade Completed:                   | High School<br>9 10 11 12 | College<br>13 14 15 16 | Graduate School<br>1 2 MA PHD  |
| Last High School: Name _____ Address _____ |                           |                        | Did you graduate? Yes <input type="checkbox"/> No <input type="checkbox"/> |

### SCHOOLS

| TYPE                   | NAME/LOCATION | NUMBER OF CREDITS |          | DEGREE | MAJOR / MINOR | AVERAGE GRADE |
|------------------------|---------------|-------------------|----------|--------|---------------|---------------|
|                        |               | QUARTER           | SEMESTER |        |               |               |
| COLLEGE/<br>UNIVERSITY |               |                   |          |        |               |               |
| COLLEGE/<br>UNIVERSITY |               |                   |          |        |               |               |
| GRADUATE               |               |                   |          |        |               |               |
| TECHNICAL              |               |                   |          |        |               |               |

List any correspondence courses, special courses, seminars, workshops and training programs you attended that might be related to this position. Please review the job description before responding.

### Complete this section if position requires a valid driver's license.

| <p>Please indicate whether you have any of the following licenses.</p> <p><input type="checkbox"/> Minnesota Class A Driver's License No. _____</p> <p><input type="checkbox"/> Minnesota Class B Driver's License No. _____</p> <p><input type="checkbox"/> Minnesota Class D Driver's License No. _____</p> <p><input type="checkbox"/> Other (List State, Class and No.) _____</p> <p>Expiration Date _____</p> | <p>If relevant, list other current registrations, licenses or certificates you have. Include date first issued and expiration of current license.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 70%;">Registration, Licenses, Certificates</th> <th style="width: 15%;">Date of Issue</th> <th style="width: 15%;">Date of Expiration</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> | Registration, Licenses, Certificates | Date of Issue | Date of Expiration |  |  |  |  |  |  |  |  |  |
|--|---|--------------------------------------|---------------|--------------------|--|--|--|--|--|--|--|--|--|
| Registration, Licenses, Certificates   | Date of Issue   | Date of Expiration                   |               |                    |  |  |  |  |  |  |  |  |  |
|  |   |                                      |               |                    |  |  |  |  |  |  |  |  |  |
|  |   |                                      |               |                    |  |  |  |  |  |  |  |  |  |
|  |   |                                      |               |                    |  |  |  |  |  |  |  |  |  |

### To be completed by applicants for clerical positions only.

Typing ability:     Yes    No    \_\_\_\_\_ WPM    Can you operate dictating equipment:     Yes    No

Personal Computer:     Yes    No

Please list computer applications that you are familiar with and/or other office equipment you can operate:

  
  
  
  

### To be completed by applicants for labor and skilled trade positions only.

Apprenticeship(s) served or trades learned:

  
  
  
  

Capable of operating the following equipment:

**ACTIVITIES – with a direct bearing on your qualifications for the position.**

*Exclude organizations indicating race, creed, religion, color, sex, national origin, marital status, political affiliation, age or disability in their name or character.*

**Membership in Civic, Professional, Social or other organization (show offices held)**

Current:

Past:

**EMPLOYMENT HISTORY – Please list past employers beginning with your most recent employment.**

|  |                                |  |  |
|--|--------------------------------|--|--|
| Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No |                                | May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No |  |
| Employer   |                                | Address  |  |
| Supervisor: Name   | Title                          | Telephone Number   | Fulltime?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Job Title:   | Date Employed:<br>(month/year) | From   | To   |
| Nature of Duties:  |                                |  |  |
| Reason for leaving or seeking change of position:                                    |                                |  |  |
| Employer   |                                | Address  |  |
| Supervisor: Name   | Title                          | Telephone Number   | Fulltime?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Job Title:   | Date Employed:<br>(month/year) | From   | To   |
| Nature of Duties:  |                                |  |  |
| Reason for leaving or seeking change of position:                                    |                                |  |  |
| Employer   |                                | Address  |  |
| Supervisor: Name   | Title                          | Telephone Number   | Fulltime?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Job Title:   | Date Employed:<br>(month/year) | From   | To   |
| Nature of Duties:  |                                |  |  |
| Reason for leaving or seeking change of position:                                    |                                |  |  |
| Employer   |                                | Address  |  |
| Supervisor: Name   | Title                          | Telephone Number   | Fulltime?<br><input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| Job Title:   | Date Employed:<br>(month/year) | From   | To   |
| Nature of Duties:  |                                |  |  |
| Reason for leaving or seeking change of position:                                    |                                |  |  |

## ADDITIONAL WORK EXPERIENCE

*Relating to the type of employment you are seeking. Include fulltime, temporary and part-time positions. Indicate dates, employer and job titles.*

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

## UNSALARIED EXPERIENCE

|                        |                  |                |       |
|------------------------|------------------|----------------|-------|
| Volunteer Organization | Street           | City           | State |
| Position Held          | Duties Performed |                |       |
| Immediate Supervisor   | Phone Number     |                |       |
| Dates of Participation | Hours per Week   | Skills Learned |       |
| Volunteer Organization | Street           | City           | State |
| Position Held          | Duties Performed |                |       |
| Immediate Supervisor   | Phone Number     |                |       |
| Dates of Participation | Hours per Week   | Skills Learned |       |

Was any of your education or experience under another name?     Yes     No    If yes, what name?

## CONVICTION INFORMATION

Applicants who are finalists may be subject to a criminal background investigation. A conviction will not automatically disqualify you from employment. Each case is considered on its individual merits and the type of work for which you are applying. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

Per Minnesota Statutes, Chapter 364, the City of Austin will require applicants for positions within our police and fire departments to provide information about criminal convictions at the time of application. This will be done through a separate supplemental questionnaire.

## PROFESSIONAL REFERENCES

Please list below four professional references, who are not related to you.

| Name and Occupation | Years Acquainted | Address | Phone Number |
|---------------------|------------------|---------|--------------|
|                     |                  |         |              |
|                     |                  |         |              |
|                     |                  |         |              |
|                     |                  |         |              |

## VETERAN'S PREFERENCE POINTS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam Results. Points are awarded subject to provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined by above) or the spouse of a disabled veteran who because of the disability is not able to qualify.

The information you provide on this form will be used to determine your eligibility for veterans' preference points. You are not required to supply this information, but we cannot award veteran's points without it.

**You must supply a copy of your DD214. Disabled veterans must also supply form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the veterans DD214 and FL-802 or death certificate.**

If you supply the supporting documentation by separate mail, your name and position applied for must be included.

**ARE YOU APPLYING FOR VETERAN'S BONUS POINTS?**     YES     NO

If you answered "yes," your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position

### Veteran's Preference Points Application

|   |                            |   |             |
|---|----------------------------|---|-------------|
| Veteran<br><input type="checkbox"/> Self <input type="checkbox"/> Spouse  | If spouse, veteran's name: |   |             |
| Branch of Service   |                            | Period of Active Duty<br>From: _____ To: _____  |             |
| Rank at Discharge   | Type of Discharge          | Date of Final Discharge   | Service No: |
| Are you receiving or eligible for military pension?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |                            | Do you have a compensable service-related disability?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |             |
| Preference requested: <span style="margin-left: 100px;"><input type="checkbox"/> Veteran</span> <span style="margin-left: 100px;"><input type="checkbox"/> Disabled Veteran</span><br><span style="margin-left: 100px;"><input type="checkbox"/> Spouse of Disabled Veteran</span> <span style="margin-left: 100px;"><input type="checkbox"/> Spouse of Deceased Veteran</span> |                            |   |             |

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points awarded in a timely manner.

Supporting documentation: \_\_\_\_\_ is attached    \_\_\_\_\_ will be submitted within 7 days of application deadline.

**FOR OFFICE USE ONLY**

**10 points** \_\_\_\_\_

**15 points** \_\_\_\_\_

**Please be sure to sign this application and  
read the following statements carefully:**

1. I have read and understand the job announcement for the position for which I am applying.
2. I certify that all the information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or result in dismissal, if discovered at a later date.
3. I authorize the City of Austin to verify this information to determine whether or not I am qualified for the position for which I am applying.
4. I hereby authorize all current and previous employers to release job-related information to the City of Austin. However, I understand that if, in the Employment Record section, I have answered "no" to the question, "May we contact your present employer?" contact with my current employer will not be made without my specific authorization.
5. I understand that criminal history checks may be conducted and that conviction of a crime related to this position may result in my being disqualified for this job opening.
6. I hereby authorize the City of Austin to conduct a criminal history check and have access to such records for purposes of determining my eligibility for employment with the City.
7. I understand that it is my responsibility to notify the City of Austin in writing of any changes to information reported on this application.

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Signature

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Printed Name

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Date

# EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following is voluntary and confidential. It will not adversely affect your employment candidacy with the City or your status as an employee after the appointment. All additional information requested, as it related to your disabled status, will be maintained as separate and confidential medical records.

The remaining voluntary information you provide will be used to determine how effective our recruitment efforts are in reaching all segments of the population and to validate our selection and placement methods. We would appreciate your cooperation in our efforts to ensure Affirmative Action and Equal Employment Opportunity.

|  |   |                     |
|--|---|---------------------|
| Position for which you are applying  | Gender<br><input type="checkbox"/> Female <input type="checkbox"/> Male | Date of Application |
| With which racial/ethnic group do you identify (Please check only ONE of the following)  |   |                     |
| <input type="checkbox"/> American Indian or Alaskan Eskimo <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Black <input type="checkbox"/> Hispanic <input type="checkbox"/> White (Caucasian)              |   |                     |
| Several conditions qualify an individual for disabled status. Do you have any of the following disabilities?   |   |                     |
| <input type="checkbox"/> A. No <input type="checkbox"/> B. Amputee <input type="checkbox"/> C. Visually impaired <input type="checkbox"/> D. Cardiac <input type="checkbox"/> E. Hearing Impaired <input type="checkbox"/> F. Diabetes |   |                     |
| <input type="checkbox"/> G. Epilepsy <input type="checkbox"/> H. Paralysis <input type="checkbox"/> I. Back Problems <input type="checkbox"/> J. Other (Explain):  |   |                     |
| Do you need special testing accommodations (if required)? (Explain):   |   |                     |
| Do you need an interpreter to assist you in taking the examination (if required)? (Specify):   |   |                     |

## RECRUITMENT INFORMATION

### How did you hear about the position for which you are applying?

- City Website
- From City of Austin employee
- College, technical or high school
- Minority group referral source (Which one?) \_\_\_\_\_
- Women's referral source (Which one?) \_\_\_\_\_
- Disabled referral source (Which one?) \_\_\_\_\_
- Bulletin board postings (Which one?) \_\_\_\_\_
- Minnesota State Employment Agency \_\_\_\_\_
- Newspaper (Which one?) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

## NOTICE TO APPLICANT

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01-13.90) has two sections that affect applicants seeking employment with the City of Austin.

First, under "Rights of Subjects of Data," (Minnesota Statute 13.04) when an applicant is asked to provide personal data, the City must advise you of:

- \* The purpose and intended use of the data;
- \* Whether you may refuse or are legally required to supply the requested data;
- \* Any known consequence arising from your supplying or refusing to supply the data; and
- \* The identity of other persons or organizations authorized by State or Federal Law to receive the data you provide.

Second, under "Personnel Data" (Minnesota Statute 13.43) the following data as an applicant for employment by a public agency is automatically public,\*

- \* Your veteran's status;
- \* Your job history;
- \* Your education and training;
- \* Your relevant test scores;
- \* Your rank on our eligibility list;
- \* 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 in public employment.\*

If you are hired, the following data about you will be public;\*

- \* Your name;
- \* Your city and county of residence;
- \* Your actual gross salary, contract fees, salary range, and actual gross pension;
- \* The value and nature of employer-paid benefits, including the basis for and the amount of any added remuneration, including expense reimbursement to your salary;
- \* Your job title and job description;
- \* The dates of your first and last employment with us;
- \* The status of any written complaints or charges against you while you work for the City of Austin, whether or not they resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- \* Your work location and work telephone number;
- \* Your education and training background;
- \* Honors and awards you have received;
- \* Payroll time sheets or other comparable data that are only used to account for your work time for payroll purposes;
- \* Your previous work experience; and
- \* Your badge number.

\* This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

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

- \* The Bureau of Census
- \* Federal, State, and County Archive
- \* The State Department of Public Welfare
- \* The Department of Human Rights
- \* Federal officials investigating compliance of Affirmative Action and Equal Employment Opportunities
- \* Labor Organizations and the Bureau of Mediation Services
- \* Data may also be made available through court order

With the exception of the optional date requested, the data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the City's Affirmative Action Program to monitor protected class employment and meet Federal, State and local reporting requirements. Furnishing the optional data requested about yourself is voluntary.

NOTICE TO MINORS: Minors from whom private or confidential data is collected have the right to request that parental access to the private data be denied.