



DATE RECEIVED

APPLICATION FOR EMPLOYMENT
CITY OF SILVER BAY
VOLUNTEER FIRE DEPT

City Hall, 7 Davis Drive
Silver Bay, MN 55614
(218) 226-4408

OFFICE USE ONLY

Interview: _____

1. Date of application

2. Date available for work

3. Last Name

First Name

Middle Name

4. Social Security Number

5. Are you over the age of 18?

Yes No If no, state date of birth _____

6. Residence phone

7. Business phone

8. County

9. Street address

10. City

11. State and Zip Code

12. Do you have any relatives working for the City?

Yes No If yes, relationship _____ Department _____

13. Have you previously been employed by the City?

Yes No If yes, date _____ Position _____

14. If position involves driving, please indicate driver's license number.

_____ State _____ Class _____

15. Education. Did you graduate from high school or receive a GED?

Yes No School Attended _____

How many years of education have you had? (circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20

Names and locations of colleges, universities, technical schools

Did you graduate?

Certificate/degree

Course of Study

Yes No

Yes No

Yes No

Yes No

Yes No

16. Relevant current professional memberships, registrations, or licenses. Include date when first issued.

17. Work Experience. Attach additional sheet if necessary

| Company Name | Address | Phone | Supervisor | Dates of Employment | Job Title/ Duties |
|--------------|---------|-------|------------|---------------------|----------------------|
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18. Job-Relevant Volunteer and Unpaid Work Experience

| Kind of volunteer activity (Do not specify organization) | Major responsibilities | # Hours per month | Years | |
|---|------------------------|----------------------|-------|----|
| | | | From | To |
| | | | | |
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19. Describe any additional experience or training that qualifies you for this job. _____

20. In accordance with the Immigration Reform and Control Act of 1986, the City of Silver Bay hires only U.S. citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

21. Minn. Stat. Sec. 518.611, Subd. 8, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

22. Have you been convicted of a misdemeanor, gross misdemeanor, or felony? You may answer 'No' if the conviction or criminal records have been annulled or expunged. No Yes **If 'Yes', please attach a separate sheet with explanation.** Information concerning this question will not be used to automatically bar you from employment unless it is related to the position which you are seeking.

23. Did you serve in the military service of this country and separate under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty? No Yes If 'Yes', are you a permanent resident of the State of Minnesota? No Yes

Describe your duties and any special training: _____

24. If you are hired for this position, you may be required to undergo a physical examination at this employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not accommodations are necessary for you.

25. Give the names of four people other than relatives who can be contacted regarding your qualifications, work habits, and character.

| NAME | PRESENT ADDRESS | TELEPHONE | POSITION AND RELATION TO YOUR WORK |
|------|-----------------|-----------|------------------------------------|
| | | | |
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| | | | |
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The City of Silver Bay does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the City of Silver Bay to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

THE CITY OF SILVER BAY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

SIGNATURE

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. §43A.39.

In connection with this application for employment, I authorize the City of Silver Bay and any agent acting on its behalf 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 such as transcripts. Moreover, I hereby release the City of Silver Bay and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES YES, but not present employer until job is offered. NO (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information below.

Date _____ Signature (Do not print) _____

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

| Private Data | Why We Ask For It | Are You Legally Obligated To Provide It | What May Happen If You Don't Provide It |
|---|---|---|--|
| Social Security Number | To distinguish you from all other applicants and to make processing more efficient. | No | In most cases, nothing. However, it will help to ensure that your records are not confused with those others. |
| Name | To distinguish you from all other applicants. | Yes | Failure to provide information may be cause for rejecting an application. |
| Date of Birth (when requested on a separate form) | To conduct a check of criminal records for certain positions. | No | Failure to provide information may be cause for rejecting an application. |
| Address | To be able to send you notices. | Yes | Failure to provide information may be cause for rejecting an application. |
| Home Telephone | To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice. | No | We may not be able to employ you in certain jobs where you may be required to come to work on short notice. |
| Sex, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form) | To be able to make Equal Opportunity reports as required by law | No | We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring. |
| Conviction Record | To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration. | Yes | We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal. |

ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC; THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE

**TENNESSEN WARNING
FOR EMPLOYMENT APPLICATION**

You are being questioned as part of your application for employment by the City of Silver Bay, Lake County, Minnesota. You will be asked to supply private or confidential information about yourself pertaining to your application for employment. This information is being requested as part of the employment application process. Such information will be use by the City of Silver Bay to select an individual to fill the position of _____.

This information may be used in court proceedings to defend the City of Silver Bay from any legal claims you make against the City of Silver Bay. In the event you are hired to fill the above position, the information you provided may be used to terminate or discipline you if any of it is later discovered by the City of Silver Bay to be false or misleading. In the event you are hired to fill the above position, this information may also be used to prosecute any legal claims the City of Silver Bay may against you arising out of your employment with the City of Silver Bay.

This information may also be released to other persons and/or entities as required or allowed by law and/or upon direction by proper authority and/or pursuant to court order. These persons include, but are not necessarily limited to the City Council; management/administrative supervisors whose input is necessary in the decision making process; exclusive representatives and employees of the State of Minnesota; law enforcement agencies; and counsel for and parties to litigation pursuant to Court Order. All such releases are governed by the Minnesota Government Data Practices Act (Minn. Stat. Ch. 13).

This information will be kept on file for up to one year if you are not selected for employment. If you are selected for employment, this information will be kept on file for the duration of your employment with the City of Silver Bay.

By signing below you acknowledge receipt and understanding of this document. If you do not sign the form, your application may be considered incomplete. This document is not an offer of employment.

Dated this _____ day of _____

BY: _____