

DATE RECEIVED 	CITY OF SILVER BAY City Hall, 7 Davis Drive Silver Bay, MN 55614 (218) 226-4408 www.silverbay.com	OFFICE USE ONLY
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Application for Student Employment

We welcome you as an applicant for employment with the City of Silver Bay. It is the City of Silver Bay's policy to provide equal opportunity in employment. The City of Silver Bay will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Silver Bay accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the City Administrator at (218) 226-4408.

Position Applying For:		Date of Application:	Date Available to Start Work:
Last Name		First Name	Middle Name
Street Address		City	State / Zip Code
Phone Number	Email Address		County

Are you at least 16 years of age? ☐ Yes ☐ No	Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i> ☐ Yes ☐ No
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Have you previously been employed by the City? ☐ Yes - If yes, date _____ position _____ ☐ No	Desired Employment: ☐ Regular ☐ Full-time ☐ Temporary/Seasonal ☐ Part-time
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Educational Information

Circle the highest grade completed																				
1	2	3	4	5	6	7	8	9	10	11	12	GED	13	14	15	16	MA	MS	PHD	JD
Grade School								High School				College/Technical				Graduate				
Did you graduate:								☐ Yes ☐ No				☐ Yes ☐ No				☐ Yes ☐ No				
School Name								Address				Course Study				Degree				
High School:																				
College:																				
Graduate School:																				
Technical/Vocational:																				
Other:																				
Other:																				

Employment Experience

List most recent employer first. Please note "see resume" is NOT an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application. Experience and training ratings are determined by this information; please be complete.

Employment Firm

Street Address

City

State / Zip Code

Phone Number

Your Job Title

Length of
Employment

Hrs./Week

Supervisor's Name

Supervisor's Title

Number and type of positions you supervised

Principal Responsibilities – Be complete

Reason for leaving – Be specific

May we contact this employer?

☐ Yes

☐ No – Please explain why.

Employment Firm

Street Address

City

State / Zip Code

Phone Number

Your Job Title

Length of
Employment

Hrs./Week

Supervisor's Name

Supervisor's Title

Number and type of positions you supervised

Principal Responsibilities – Be complete

Reason for leaving – Be specific

May we contact this employer?

☐ Yes

☐ No – Please explain why.

Employment Firm				
Street Address		City		State / Zip Code
Phone Number	Your Job Title	Length of Employment	Hrs./Week	
Supervisor's Name		Supervisor's Title		
Number and type of positions you supervised				
Principal Responsibilities – Be complete				
Reason for leaving – Be specific				
May we contact this employer? ☐ Yes ☐ No – Please explain why.				

Employment Firm				
Street Address		City		State / Zip Code
Phone Number	Your Job Title	Length of Employment	Hrs./Week	
Supervisor's Name		Supervisor's Title		
Number and type of positions you supervised				
Principal Responsibilities – Be complete				
Reason for leaving – Be specific				
May we contact this employer? ☐ Yes ☐ No – Please explain why.				

Attach additional sheets if necessary.

Job-Relevant Volunteer and Unpaid Work Experience

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

Kind of volunteer activity (Do not specify organization)	Major responsibilities	Hrs./Month	Years of Service

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

CLERICAL APPLICANTS ONLY:

Word Processing / Computer Experience:

Typing Speed _____ WPM Number of years _____ List software and hardware _____

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.

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.

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.

References

List four people other than relatives who can be contacted regarding your qualifications, work habits, and character.

Name	Address	Phone #	Position/Relation to your work

Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position(s) for which I am applying. I further acknowledge my understanding that employment with the City of Silver Bay is "at-will," and that employment may be terminated by either the City of Silver Bay or me at any time, with or without notice.

With my signature below, I am providing the City of Silver Bay authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Silver Bay in writing of any changes to information reported in this application for employment.

Signature _____

Date _____

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 and activities. It is a 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

Applicant Data Practices Advisory

According to Minn. Stat. § 13.04, the City of Silver Bay must advise you of the following.

Purpose and intended use of the data:

The city collects this information for purposes of selecting a candidate for hire. Because the position for which you are applying may require you to provide care, treatment, education, training, instruction, or recreation to children, the City of Silver Bay will request the Bureau of Criminal Apprehension (BCA) to perform a criminal background check on you under Minnesota Statutes Chapter 299C.62.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

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 have 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.

Signature

Date