

APPLICATION FOR EMPLOYMENT

CLEARWATER COUNTY

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Clearwater County is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed by us.

Date: _____

NAME:

Last

First

Middle

PRESENT ADDRESS:

Street Address

Home Ph. _____

Work Ph. _____

City State Zip

Message Ph. _____

POSITION APPLIED FOR:

Are you a citizen of the U.S. or do you have a visa allowing you to work in the U.S. in the work for which you are applying? Yes No

Would you work: Fulltime Parttime Temporary

Date available: _____

φ RECORD OF MILITARY SERVICE φ

(See insert for claiming veteran's preference)

Have you ever served in the U.S. Armed Forces? Yes No

If yes, what branch? _____ Dates of Service: _____ to _____

List duties in the service including special training:

I certify that answers given herein are true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand that I am required to abide by all rules and regulations of Clearwater County.

Signature of Applicant

Date

II. RECORD OF EDUCATION

School	Name and Address of School	Course of Study	Last Year Completed	Did You Graduate	Last Diploma or Degree
High			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

III. RECORD OF EMPLOYMENT

(Beginning with Most Recent)
Do Not Write "See Resume"

Employer		Dates Employed	
		From	To
Phone			
Address		Hourly Rate/Salary	
		Starting	Final
Job Title	Supervisor		
Reason for Leaving			
Work Performed			

Employer		Dates Employed	
		From	To
Phone			
Address		Hourly Rate/Salary	
		Starting	Final
Job Title	Supervisor		
Reason for Leaving			
Work Performed			

Employer		Dates Employed	
		From	To
Phone			
Address		Hourly Rate/Salary	
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Reason for Leaving			
Work Performed			

Employer		Dates Employed	
		From	To
Phone			
Address		Hourly Rate/Salary	
		Starting	Final
Job Title	Supervisor		
Reason for Leaving			
Work Performed			

Employer		Dates Employed	
		From	To
Phone			
Address		Hourly Rate/Salary	
		Starting	Final
Job Title	Supervisor		
Reason for Leaving			
Work Performed			

IV: PERSONAL REFERENCES
(Not Former Employers or Relatives)

Name and Occupation	Address	Phone No.

DO NOT WRITE IN THE AREA BELOW – OFFICE USE ONLY

Date	Interviewer	Comments

Date	Interviewer	Comments

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Clearwater County is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Clearwater County job openings.

You are not required to provide this information; however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary unless you are hired. If hired you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, Clearwater County will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the county hiring process. Persons or agencies with whom this information may be shared include:

1. Personnel Department employees
2. Central Administration employees
3. Heads of department where job openings occur
4. Supervisors in department where job openings occur

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include:

1. The right to see and obtain copies of the data maintained on you,
2. Be told the contents and meaning of the data,
3. Contest the accuracy and completeness of the data.

To exercise these rights, contact: Clearwater County Personnel Officer.

I have read and understand the above information regarding my rights as a subject of government data.

Date

Signature

EQUAL EMPLOYMENT OPPORTUNITY DATA

Clearwater County is an equal opportunity employer. We are committed to the policy of equal employment opportunity in recruitment, hiring, career advancement and all other personnel practices. To help us comply with Federal/State equal employment opportunity record keeping, reporting and other legal requirements, please answer the questions below. This form will be kept in a confidential file separate from the attached application for employment.

DATE: _____

POSITION(S) APPLIED FOR: _____

REFERRED BY: _____

NAME: _____ BIRTH DATE: _____ AGE: _____
Last First Middle

RACE/ETHNIC GROUP: _____ White _____ Black _____ Hispanic
_____ American Indian/Alaskan Native _____ Asian/Pacific Islander

SEX: _____ MALE _____ FEMALE

IS THERE ANY REASON WHY YOU WOULD BE UNABLE TO DO THE ESSENTIAL FUNCTIONS OF THE JOB?

