

CITY OF BROWNTON APPLICATION FOR EMPLOYMENT

The City of Brownton is an Equal Employment Opportunity Employer and will not discriminate against any applicant or employee on any grounds protected under Federal, State, or Local Law, including Race, Color, Creed, Religion, Age, Sex, Sexual Orientation, National Origin, Ancestry, Marital Status, Disability Related to Pregnancy or Child Birth, membership or activity in any Local Commission, status regarding Public Assistance, membership or non-membership in any Labor Organization, or any other characteristic protected under Federal, State, or Local Law. None of the questions in this application are intended to elicit information regarding any protected characteristics, nor imply any limitation, illegal preferences, or discrimination based upon non job related information or protected characteristics.

(Please Print or Type This Information)

POSITION APPLIED FOR _____ DATE _____

LAST NAME _____

FIRST NAME _____ MIDDLE NAME/INITIAL _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

TELEPHONE NUMBER(S) _____

DRIVERS LICENSE #, REGISTRATIONS, LICENSES AND CERTIFICATES

	License Type	Number	Class	Expiration
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

IF YOU ARE UNDER 18 YEARS OF AGE, CAN YOU PROVIDE REQUIRED PROOF OF YOUR ELIGIBILITY TO WORK?

Yes _____ No _____

ARE YOU CURRENTLY EMPLOYED? Yes _____ No _____

MAY WE CONTACT YOUR PRESENT EMPLOYER? Yes _____ No _____

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY DUE TO A VISA OR IMMIGRATION STATUS? (Proof of citizenship or immigration status will be required upon employment.) Yes _____ No _____

ON WHAT DATE WOULD YOU BE AVAILABLE FOR WORK? _____

ARE YOU AVAILABLE TO WORK: Full Time____ Part Time____ Shift Work____ Temporary____

ARE YOU CURRENTLY ON LAY-OFF STATUS AND SUBJECT TO RECALL? Yes _____ No _____

HAVE YOU BEEN CONVICTED OF A FELONY WITHIN THE LAST 7 YEARS? Yes _____ No _____

(Applicants who are finalists will be subject to a criminal background investigation. Conviction will not necessarily disqualify an applicant from employment.)

IF YES PLEASE EXPLAIN: _____

EDUCATION

	Elementary School	High School	Undergraduate College/University	Graduate/Professional													
School Name & Location																	
Years Completed	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4
Diploma/Degree																	
Describe Course of Study																	
Describe any specialized training, apprenticeship, skills and extra-curricular activities																	
Describe any honors you have received																	
State any additional information you feel may be helpful to us in considering your application																	

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD.

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, handicap or other protected status.

REFERENCES

Give name, address, and telephone number of three references who are not related to you and are not previous employers.

1. _____

2. _____

3. _____

IF YOU HAVE SERVED IN THE UNITED STATES MILITARY, PLEASE INDICATE WHICH BRANCH, DATES SERVED, TYPE OF DISCHARGE AND DATE OF DISCHARGE. ALSO, PLEASE DESCRIBE YOUR DUTIES AND TRAINING:

DO YOU QUALIFY FOR VETERANS PREFERENCE POINTS? YES ___ NO ___

- IF YES, PLEASE PROVIDE COPY OF FORM 214.

EMPLOYMENT EXPERIENCE

Employer		Length of Service		Work Performed
Address				
Telephone Number(s)		Hourly Rate / Starting	Salary Final	
Job Title	Supervisor			
Reason For Leaving				

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Address				
Telephone Number(s)		Hourly Rate / Starting	Salary Final	
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Telephone Number(s)		Hourly Rate / Starting	Salary Final	
Job Title	Supervisor			
Reason For Leaving				

(If you need additional space, please continue on a separate sheet of paper.)

SPECIAL SKILLS AND QUALIFICATIONS

Summarize special job-related skills and qualifications acquired from employment or other experience. *(Or you may highlight specific experience (on the job description) you have had previously and attach to the application.)*

APPLICANT'S STATEMENT

By my signature below, I promise that the information provided in this employment application and during any interview (and accompanying resume or documentation, if any) is true and complete, and I understand that any false or misleading information or significant omissions may disqualify me from further consideration for employment, and may lead to my dismissal from employment, if discovered at a later date. I agree to immediately notify the City of Brownton if I should be convicted of a felony, or of any crime involving dishonesty, breach of trust, controlled substances, or sexual misconduct while my job application is pending, or during my period of employment, if hired.

I understand that this application shall be considered only for the position(s) listed on the first page of the application and currently available as of the date of this application.

I authorize any Person, School, Current Employer, Past Employer(s), and Organizations named in this application (and accompanying resume, if any) to provide the City of Brownton with any information and opinion requested by the City of Brownton in connection with any application, and I release such persons and organizations from any legal liability in making such statements.

I understand that this application does not create a contract of employment. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted City of Brownton policies, including physical examination and drug and alcohol test.

I do not know of any reason why I would not be able to perform the duties and tasks of this position as outlined in the job description.

Signature of Applicant

Date

CITY OF BROWNTON
335 THIRD STREET SOUTH
P.O. Box 238
BROWNTON, MN 55312

cityclerk@cityofbrownton.com

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