

EMPLOYMENT APPLICATION



Waseca County welcomes you as an applicant for employment. It is the policy of Waseca County to provide equal opportunity to all employees and applicants for employment. Waseca County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance. Our employment decisions are made on the basis of individual ability and merit.

Read the instructions on page 2 before continuing.

PERSONAL INFORMATION

Position Applying For: _____
 (Check all that apply): Full-Time Part-Time Hours per Week: _____

Last Name _____ First _____ Middle _____

Address _____

City _____ State _____ Zip _____

Day Phone (_____) _____ Evening Phone (_____) _____
area code area code

Cell Phone (_____) _____ Email _____
area code

- Are you under 18 years of age?..... Yes No
- Are you requesting veteran's preference points?..... Yes No
- Are you authorized to work in the United States on an unrestricted basis?..... Yes No
- Do you have a disability which may require accommodation?..... Yes No

If yes, you must contact the County Coordinator's office prior to the closing date to arrange for any accommodations which may be required for interviewing or testing.

INSTRUCTIONS

- (1) Recruitment of employees will be administered by the Coordinator's Office. At a minimum, position openings will be advertised in all newspapers in Waseca County and listed with Minnesota Job Service.
- (2) Type or print in ink all entries except for signatures on this application.
- (3) **Either:** (A) Complete a separate application form for each position opening you apply for, or (B) Contact the Waseca County Coordinator's Office in writing to request that a previously completed application be used to apply for the current position opening. Waseca County will retain applications for three (3) years. If needed, you must update the information contained in prior applications so that it is current.
- (4) Be specific and complete when filling out the employment history section. Incomplete applications will be removed from consideration. Additional employment history sheets are available from the Coordinator's Office.
- (5) Applications must be received in the Coordinator's Office by the closing date and time. **NO RESUMES OR FAXED COPIES OF THIS APPLICATION WILL BE ACCEPTED.**
- (6) When the stated application deadline is past, all applications will be reviewed and evaluated to determine how well each applicant is suited for the position for which they applied.
- (7) Waseca County uses a 100 point system to assign value to the qualifications which relate most closely to the position you are applying for. Your experience, education, and other qualifications will be ranked using the point scale developed for that position. Those applicants with the highest number of total points (typically the top 6 to 8) will be interviewed for the position.
- (8) Interviews will be conducted by the County Coordinator and the appropriate department head. Others may be involved as needed. After discussion, they will select the best applicant for the position. If you have a disability requiring accommodation, please contact the County Coordinator's office prior to the closing date to arrange accommodations for interviewing or testing.
- (9) The Coordinator's Office will inform the successful applicant and arrange a starting date. Other applicants will be notified by mail when the position has been filled.
- (10) If you have any questions concerning completion of the employment application, or the employment procedures for Waseca County, please call the County Coordinator's Office at (507) 835-0630.
- (11) Waseca County strongly encourages its employees to live within the county they serve.

EDUCATION

Educational Institution	Name & Address of Institution	Course of Study (Major/Minor)	Did You Graduate?	Diploma or Degree Awarded
High School				
College				
College				
Other (Specify)				

If specific education or training is required for the position, you must include your transcript(s) (an original or photo copy) with this application.

DRIVER'S LICENSE

If required for the position you are applying for, include your driver's license number and type.

Driver's License Number:

	-				-				-				-		
--	---	--	--	--	---	--	--	--	---	--	--	--	---	--	--

Type:

- Minnesota Class A
- Minnesota Class B
- Minnesota Class D
- Other: State _____ Class _____

OTHER LICENSES

If required for the position you are applying for, or if you believe it demonstrates relevant experience, list other licenses you have. A photo copy of the licenses must be included.

License or Certificate	Licensing Agency	Expiration Date	License Number

CURRENT OR MOST RECENT EMPLOYER

Employer _____ Employment Dates:
Address _____ From _____ To _____
Your Job Title _____ Total Time: Years _____ Months _____
Supervisor's Name _____ Telephone No. _____
Reason for leaving or desiring to leave: _____

Principal Duties and Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

May we contact this employer regarding your work record? Yes No

PREVIOUS EMPLOYER

Employer _____ Employment Dates:
Address _____ From _____ To _____
Your Job Title _____ Total Time: Years _____ Months _____
Supervisor's Name _____ Telephone No. _____
Reason for leaving: _____

Principal Duties and Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

May we contact this employer regarding your work record? Yes No

PREVIOUS EMPLOYER

Employer _____ Employment Dates:
Address _____ From _____ To _____
Your Job Title _____ Total Time: Years _____ Months _____
Supervisor's Name _____ Telephone No. _____
Reason for leaving: _____

Principal Duties and Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

May we contact this employer regarding your work record? Yes No

PREVIOUS EMPLOYER

Employer _____ Employment Dates:
Address _____ From _____ To _____
Your Job Title _____ Total Time: Years _____ Months _____
Supervisor's Name _____ Telephone No. _____
Reason for leaving: _____

Principal Duties and Responsibilities:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

May we contact this employer regarding your work record? Yes No

SPECIAL SKILLS

List special skills you have relevant to the position, such as computer systems, software, vehicle operation, etc.:

PROFESSIONAL REFERENCES

Please list three people who are not relatives who can comment on your past work experience.

Name _____

Address _____

Occupation _____

Home Phone _____ **Work Phone** _____

area code area code

Name _____

Address _____

Occupation _____

Home Phone _____ **Work Phone** _____

area code area code

Name _____

Address _____

Occupation _____

Home Phone _____ **Work Phone** _____

area code area code

HAVE YOU . . .

- Thoroughly read this entire application, including the enclosed Tennessee Warning?
- Signed this application in all required places?
 - The Tennessee Warning
 - The Applicant Certification (bottom of this page)
- Completed the claim for Veteran's Preference form? A copy of DD214 form must be attached and received prior to the position closing date to qualify for Veteran's Preference points.
- Provided sufficient detail so that proper credit for education, training, and experience may be granted?
- Included copies of licenses and transcripts, if applicable?

APPLICANT CERTIFICATION

Before signing this application, read the following waiver carefully.

- 1) I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
- 2) I authorize all current and previous employers to release job related information upon the written request of the Waseca County Coordinator's Office. However, I understand that if in the Employment History section I have answered "No" to the question "May we contact this employer," contact with the employer will not be made without my specific authorization.
- 3) I authorize the Waseca County Coordinator's Office to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
- 4) I understand that providing false or misleading information on this application may result in dismissal from any position gained on the basis of that false information.
- 5) I understand that this application is not, and is not intended to be, a contract of employment.

Printed Name _____

Signature _____ Date Signed _____

RETURN COMPLETED APPLICATION TO:

Waseca County Coordinator's Office

Waseca County Courthouse

307 North State Street

Waseca, MN 56093

Telephone: (507) 835-0630

marilyn.wilkus@co.waseca.mn.us

Hours: 8:00 a.m. - 4:30 p.m., Monday- Friday

Date Received _____

(for office use only)

AFFIRMATIVE ACTION APPLICANT'S INFORMATION

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will not be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position.

Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position applying for: _____

Instructions: Mark the choice that answers each of the following questions.

(1) What sex are you? Male Female

(2) Of the following, of what racial/ethnic group do you consider yourself?

- American Indian/Alaskan Native
- African American
- Asian or Pacific Islander
- Spanish or Mexican American
- White
- Other _____

(3) Do you have a disability? No Yes

(4) How did you learn about this job opening?

- Waseca County News
- New Richland Star
- Janesville Argus
- Association of Minnesota Counties (AMC)
- School
- State Job Service
- Walk-In
- Posting
- Other: _____

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Waseca County is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with Waseca County. All data collected is considered private except for the following:

- | | |
|---------------------------------------|---------------------------------|
| (1) Your veteran's status | (4) Your job history |
| (2) Relevant test scores | (5) Your education and training |
| (3) Your rank on our eligibility list | (6) Your work availability |

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of Waseca County. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, to appropriate county employees, and others as provided by state and federal law who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the Waseca County Coordinator's Office in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the County to monitor protected class employment and to meet federal, state, and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant's Signature