

City of Hokah Minnesota  
102 Main Street  
PO Box 311  
Hokah, MN 55941  
507-894-4990

**DATE:** \_\_\_\_\_

## EMPLOYMENT APPLICATION

Title of job applied for: \_\_\_\_\_  
(Type or print)

Last Name	First Name	MI	Home Phone	Work Phone
Street Address	Apt. No.	City	State	Zip

*If you should move after applying for this position, please notify the City in writing immediately of your change of address and phone number.*

- \* Are you 16 years of age or older? \_\_\_\_\_ Yes \_\_\_\_\_ No
- \* Are you legally eligible for employment in the U.S.? \_\_\_\_\_ Yes \_\_\_\_\_ No
- \* Do you have a valid Minnesota driver's license? \_\_\_\_\_ Yes \_\_\_\_\_ No Class Type: \_\_\_\_\_
- \* Have you ever been convicted of a felony? (Conviction will not necessarily disqualify you for employment. However, conviction of a crime related to this position may result in your being rejected for this position.) \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- \* How did you hear about the position? \_\_\_\_\_
- \* Has any of your education or experience been under another name? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, list other name: \_\_\_\_\_

## OTHER APPLICANT INFORMATION

AN EQUAL OPPORTUNITY EMPLOYER, the City of Hokah will hire and promote without regard to such non-job related distinctions as race, creed, color, age, religion, sex, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation.

DATA PRIVACY: The information on this application is necessary to identify you and to determine your suitability for this position. You must supply this information in order to be considered for employment. Background investigations may be conducted on the top candidates if needed to determine suitability for the position. If a background check is required, you will be notified and asked to sign a release.

## EMPLOYMENT EXPERIENCE

List your work history for the last five years. Start with your PRESENT or MOST RECENT position. Additional experience may be listed beyond five years. If included, do not list dates. Give length of employment only.

Employer	Telephone ( )	<u>Dates Employed</u> From      To	Work Performed
Address			
Job Title		<u>Hourly Rate/Salary</u> Starting      Final	
Supervisor			
Reason for Leaving			

Employer	Telephone ( )	<u>Dates Employed</u> From      To	Work Performed
Address			
Job Title		<u>Hourly Rate/Salary</u> Starting      Final	
Supervisor			
Reason for Leaving			

Employer ( )	Telephone	<u>Dates Employed</u> From To		Work Performed
Address				
Job Title		<u>Hourly Rate/Salary</u> Starting Final		
Supervisor				
Reason for Leaving				

Employer ( )	Telephone	<u>Dates Employed</u> From To		Work Performed
Address				
Job Title		<u>Hourly Rate/Salary</u> Starting Final		
Supervisor				
Reason for Leaving				

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

If you are currently working, may we contact your PRESENT employer about your work?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever applied here before? \_\_\_\_\_ Yes \_\_\_\_\_ No \$ \_\_\_\_\_ Annual Salary Desired

## MEMBERSHIP IN CIVIC AND PROFESSIONAL ORGANIZATIONS

*Please describe:*

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### Special Skills and Qualifications

Summarize special skills and qualifications acquired from employment or other experience:

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*If you need more space, use the last page of the application or attach additional sheets. Although you must fully complete this application, you may **also include a job resume** or other description of your work and volunteer and personal experiences that are relevant to this position. If a questionnaire is included as an application supplement for the position, it must be completed for you to be considered.*

## EDUCATION

	Elementary	High	College/University	Graduate/ Professional
School Name				
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study:				
Describe Specialized Training, Apprenticeship, Skills & Extra-Curricular Activities				

Honors received (school and community):

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State any additional information you feel may be helpful to us in considering your application.

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Give name, address and telephone number of three (3) references who are not related to you.

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List any correspondence courses, special courses, seminars, workshops, training and skills acquired that might relate to this position. Please review the job description before answering this question.

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List any current licenses, registrations or certificates that you possess. Include driver's license number, class and State of Issue.

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TO BE COMPLETED BY APPLICANTS FOR CLERICAL, ADMINISTRATIVE AND FISCAL POSITIONS ONLY

Business machines and experiences: \_\_\_\_\_

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**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? \_\_\_\_\_NO \_\_\_\_\_YES

**YOUR RIGHTS AS A SUBJECT OF DATA**

Minnesota Statutes 13.01 through 13.87 (1983) on data privacy require that you be informed that the following information which you are asked to provide in the employment application process is considered private data: Name, Home Address and Home Phone Number.

This means it is available only to you, the City of Hokah officials and their representatives who have a bona fide need for it. This data will be used to identify you within the hiring process. Refusal to supply requested information may mean your application will not be considered.

Your name is considered private until you become a finalist for employment with the City of Hokah. You are considered a finalist when and if you are selected to come to the final selection interview prior to selection.

**EMPLOYEE CERTIFICATION**

**Please be sure to sign this application and read the following statements carefully:**

1. I certify that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting information could result in rejection of my application or dismissal if I am hired.
2. I authorize the City of Hokah and its agents and/or representatives to verify this information to determine whether or not I am qualified for the position for which I am applying.
3. I understand that only the City Council has the authority to make employment agreements.
4. I hereby authorize all current and previous employers and schools to release to the City of Hokah data classified as private. The data which I authorize to be released consists of private data as defined by M.S. 1302, Subd. 12 and has been or will be collected by the City of Hokah and/or its agents and/or representatives. This information includes all data which has been collected, created, received, retained or disseminated in whatever form which is in any way related to employment. I fully

understand that the purpose of permitting the City of Hokah to have access to this information is to determine my suitability for employment for the position of \_\_\_\_\_ . I release all parties from any and all liability and claims for damage whatsoever that may result there from.

This authorization shall be valid for one year, but I reserve the right to, at any time prior to expiration, cancel this authorization by providing written notice to the City Council of the City of Hokah. I also acknowledge that a photocopy of this authorization may be used in lieu of the original and that a photocopy shall be considered as valid as the original.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you have a resume that you would like to include for review, please include it when submitting this application.

GENERAL AUTHORIZATION & RELEASE  
PURSUANT TO MN STAT. 13.05, SUBD. 4  
MINNESOTA DATA PRACTICES ACT

I, \_\_\_\_\_, hereby authorize and grant my informed consent to you, \_\_\_\_\_, to release to and make available to \_\_\_\_\_ and/or its agents and/or representatives data classified as private which concerns me and which may be in your possession. The data which I authorize to be released consists of private data, as defined by MN Stat. 13.02. Subd. 12, and has been collected by you as a result of my contacts and associations with you and/or your agents and representatives. The information for which release is authorized includes all data which has been collected, created, received, retained, or disseminated in whatever form which in any way relates to my dealings with you or your agency. I understand that the purpose of permitting \_\_\_\_\_ to have access to this information is to determine my suitability for employment with the City. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment with the City, including verification of my records and analysis by consultants to the City who may review my suitability for employment.

This authorization shall be valid for a period of one year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the department or to you of that fact.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State of Drivers License

