



509 Atlantic Avenue  
Morris MN 56267  
320-589-2110

# Employment Application

NAME \_\_\_\_\_

It is Counties Providing Technology's policy to provide equal opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

## DATA PRIVACY NOTICE

The information requested on this application is intended to be used by Counties Providing Technology in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in Counties Providing Technology being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, Counties Providing Technology may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside Counties Providing Technology without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

## POSITION DESIRED

Title of position for which you are applying \_\_\_\_\_

Date Available to Begin Employment \_\_\_\_\_

## PERSONAL DATA

Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Mobile phone # \_\_\_\_\_ Alternative contact # \_\_\_\_\_

Email Address \_\_\_\_\_

Are you either a U.S. citizen or legally eligible to hold employment in the United States?  Yes  No

Have you previously worked for Counties Providing Technology?  Yes  No

If yes, position held/department \_\_\_\_\_

If yes, under what name may your previous employment records be found? \_\_\_\_\_

Do you have any special needs which may necessitate accommodations in the application/interview process?  
 Yes  No

If yes, please describe the type of accommodation requested

List all other names under which you have been employed or under which your employment or educational records may be found.

Please explain any gaps in employment dates

**WORK/VOLUNTEER EXPERIENCE – List ALL work experience, whether or not relevant to this position, and all relevant volunteer experience, most recent to be listed first.**

Employer _____	From _____	To _____
Address _____	Telephone # _____	
Position Title _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Hours/week _____		
Responsibilities		
Reason for Leaving		
Supervisor's Name _____		

Employer _____	From _____	To _____
Address _____	Telephone # _____	
Position Title _____	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal
Hours/week _____		
Responsibilities		
Reason for Leaving		
Supervisor's Name _____		

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Position Title \_\_\_\_\_  Full-Time  Part-Time  Seasonal

Hours/week \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Employer \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Position Title \_\_\_\_\_  Full-Time  Part-Time  Seasonal

Hours/week \_\_\_\_\_

Responsibilities \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

**LICENSURE**

List current licenses, registrations, or certificates relevant to the position for which you are applying.

Driver's License Number \_\_\_\_\_ Class \_\_\_\_\_

License/Number	Issued by	Date	Expiration

*All applicable licenses or certifications must be received in the Human Resources Office prior to employment*

commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

## EDUCATION

Include high school and/or institution issuing GED and any additional education/courses taken. Do not list dates of attendance for high school.

Name of High School \_\_\_\_\_

Address of School \_\_\_\_\_

Diploma Received  Yes  No  GED

Name of University/College \_\_\_\_\_

Address of School \_\_\_\_\_

Degree/Diploma Received \_\_\_\_\_

Major/Minor \_\_\_\_\_ Dates mm/dd/yyyy of Attendance \_\_\_\_\_

Name of University/College \_\_\_\_\_

Address of School \_\_\_\_\_

Degree/Diploma Received \_\_\_\_\_

Major/Minor \_\_\_\_\_ Dates mm/dd/yyyy of Attendance \_\_\_\_\_

Name of University/College \_\_\_\_\_

Address of School \_\_\_\_\_

Degree/Diploma Received \_\_\_\_\_

Major/Minor \_\_\_\_\_ Dates mm/dd/yyyy of Attendance \_\_\_\_\_

List/describe any other training and/or experience relevant to the position for which you are applying

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**REFERENCES** – These should be people in a position to discuss your qualifications for the position you seek. **Include especially managers, directors, or heads of departments under whom you have worked.** Indicate any who are related to you. Counties Providing Technology reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Title \_\_\_\_\_

Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Title \_\_\_\_\_

Name of Reference \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Title \_\_\_\_\_

Other Information	Yes	No
Do you have a Social Security Number?	<input type="checkbox"/>	<input type="checkbox"/>
Are you over the age of 18? If not, state your date of birth _____	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently employed?	<input type="checkbox"/>	<input type="checkbox"/>
Are you available to work full-time?	<input type="checkbox"/>	<input type="checkbox"/>
Are you available to work part-time?	<input type="checkbox"/>	<input type="checkbox"/>

## CRIMINAL BACKGROUND INFORMATION

Counties Providing Technology will request information regarding criminal history in the event that you become a finalist for the position which you are applying. No offer of employment shall become final until receipt of the results of the criminal background check.

## PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff?  Yes  No

If so, identify the employer and describe the circumstances

## PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected

## UNEXCUSED ABSENCES FROM WORK

How many days were you *inexcusably* absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? \_\_\_\_\_

## VETERAN'S PREFERENCE

The following summarizes the major points of M.S. 43A.11 as amended, which now governs the granting of veteran's preference at both the state and local levels. This chapter may be ordered from the Documents Section, Department of Administration, 117 University Avenue, St. Paul, Minnesota 55155.

### A. GENERAL REQUIREMENTS

Applicants must meet all of the following to qualify for any preference points.

1. Meets qualifications of position and/or received final passing score in the exam process without addition of preference points.
2. Separated under honorable conditions from any branch of the armed forces of the United States.
3. Served on active duty for 181 consecutive days or more or was separated by reason of disability incurred while in service on active duty.
4. Is a United States citizen.
5. Is not eligible for or currently receiving a monthly veteran's pension benefit based on length of military service.

### B. POINTS GRANTED

1. Ten (10) points granted to a non-disabled veteran who meets all the General Requirements.
2. Ten (10) points granted to spouse (if not remarried) of a deceased veteran who meets all of the General Requirements.
3. Fifteen (15) points granted to a disabled veteran who meets all of the General Requirements if:
  - a. The veteran has a compensable service-connected disability as judged by the United States Veterans Administration or by the Retirement Board of the Branch of the Armed Forces; and
  - b. The disability exists at the time of preference is claimed.
4. Fifteen (15) points granted to the spouse of a disabled veteran who meets all of the General Requirements and the requirements listed in 3. above, but who is unable to qualify because of the disability.

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points?  Yes  No

Do you wish to claim Veteran's Preference Points?  Yes  No

If you are a disabled veteran and wish to claim additional points, please check here.

If you are the spouse of a disabled veteran and wish to claim additional points, please check here.

**Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.**

## CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

I **certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by Counties Providing Technology.

I **understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the Counties Providing Technology Executive Director and Executive Committee and until such approval that Counties Providing Technology shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application I **hereby authorize** any and all current and former employers, organizations where I have volunteered (“volunteer organizations”) and references named in this application, or any agent of such a former employer or volunteer organizations, to release to Counties Providing Technology and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that Counties Providing Technology will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I **hereby release** to Counties Providing Technology and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said Counties Providing Technology, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

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Signature (Do not print)

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Date



**CONSENT FOR RELEASE OF EMPLOYMENT AND APPLICANT RECORDS  
AND RELEASE OF LIABILITY**

I, \_\_\_\_\_ hereby consent to the release of any and all personnel data or other information about me or related to me or my employment or application for employment with Counties Providing Technology, Morris, Minnesota, including but not limited to: college transcripts, resumes, applications, interview notes, correspondence, and any and all other information related to my employment, application for employment or other attempt(s) to secure employment, including performance evaluations, disciplinary records, investigative data or notes whether or not said investigation resulted in disciplinary action, and all other information contained in my personnel file or otherwise maintained in any form by Counties Providing Technology whether or not previously reviewed by me, to the Executive Director or designated assistant. This information is needed for the purpose of determining by qualifications and fitness for employment.

(If applicable) I was employed by Counties Providing Technology from \_\_\_\_\_ to \_\_\_\_\_ or applied for employment on or about \_\_\_\_\_. Records may be found under the following names \_\_\_\_\_.

In connection with this authorization for release of information, I hereby release to Counties Providing Technology, Morris, Minnesota and all of its current and former employees, officers, Commissioners, agents or representatives from any and all manner of liability of whatever nature by reason of requesting or providing such information.

I understand that this authorization shall continue in full force and effect unless specific written revocation is sent to the Executive Director by certified mail.

\_\_\_\_\_  
Signature (Do not print)

\_\_\_\_\_  
Date

## **IMPORTANT INFORMATION FOR APPLICANTS FOR EMPLOYMENT WITH COUNTIES PROVIDING TECHNOLOGY**

In accordance with the Minnesota Government Data Practices Act, Counties Providing Technology (“CPT”) is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. Some personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

1. Name (becomes public when certified as a “finalist”)
2. Home address
3. Home phone number
4. Age group

We ask this information for the following reasons:

1. To distinguish you from all other applicants and identify you in our personnel files.
2. To help us to be sure that you are the individual who makes the application.
3. To help us to contact you when more information is required, when we send you notices, and/or when we schedule you for interviews.
4. To see if you meet the minimum age requirements (if any).
5. To conduct proper background investigations needed when applying for a position.
6. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position you applied for.
7. To enable us to ensure your rights to equal opportunities.
8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel at CPT and in the administration of personnel policies, rules, and regulations.

Private data is available only to you and to other persons at CPT who have a justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by CPT to be finalists for a position. “Finalists” means a person who is selected to be given an interview as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning. I certify that answers given herein are true and complete to the best of my knowledge.

Counties Providing Technology will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, familial status, disability, age, marital status, status with regard to public assistance, veteran status, local human rights commission activity or any other basis protected by law.

In order for us to comply with certain record keeping requirements, we ask that you fill out this document. This information is used solely for government reporting and will be kept in a **confidential file separate from your application for employment.**

Government agencies require periodic reports on the sex, ethnicity, disability and veteran status of applications. **This data is for analysis and affirmative action only.**

**Submission of information is voluntary. You are not legally required to provide this information.**

Today's Date \_\_\_\_\_ Position Applying for \_\_\_\_\_

Name \_\_\_\_\_

Male  Female

Veteran:  Yes  No      Disabled Veteran:  Yes  No      Spouse of a Disabled Veteran:  Yes  No

Race:  White (not of Hispanic Origin)       Black (not of Hispanic Origin)       Hispanic  
 American Indian/Alaskan Native       Asian/Pacific Islander

**Disability Status:**

A person with a disability is defined as:

1. Having a physical or mental impairment which substantially limits one or more major life activities.\*
2. Having a record of such an impairment.
3. Being regarded as having such an impairment.

**\*Note:** Major life activities include caring for oneself, performing manual tasks, walking, talking, hearing, seeing, speaking, breathing, learning, and working. Temporary, non-chronic impairments of short duration, with little or no long-term impact, are usually not disabilities. A visual problem which has been corrected by glasses is usually not a disability. Veterans who are rated as "disabled" by the Veterans Administration are not automatically "disabled" under this definition.

**Based upon the above information, do you claim disability status?**  Yes  No

**Do you have special needs which may necessitate accommodations in the test facilities or test process?**

Yes  No

If Yes, please describe the type of accommodation needed

Job accommodations will be considered on a case-by-case basis with essential function determinations being made for the position vacancy.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_