



Employment Application

We welcome you as an applicant for employment with the City of Birchwood Village, Minnesota. Your application will be considered with others in competition for the position in which you are interested. All information contained in or connected with this application will be considered personal and confidential and will be used only in conjunction with your possible employment by the City of Birchwood Village. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

RETURN TO: City of Birchwood Village
Human Resources
207 Birchwood Ave
Birchwood Village, MN 55110

Please note that the City of Birchwood Village does not accept faxed copies of completed employment applications forms. Please print neatly in ink

GENERAL INFORMATION			
1) TITLE: (of specific position for which you are applying)		2) DATE OF APPLICATION:	3) DATE AVAILABLE FOR WORK:
4) LAST NAME:	FIRST NAME:	MIDDLE NAME:	5) SOCIAL SECURITY NUMBER: / /
6) STREET ADDRESS:		CITY:	STATE: ZIP CODE:
COUNTY:		7) PERSONAL PHONE:	8) BUSINESS PHONE:
9) ARE YOU UNDER THE AGE OF 21? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, DATE OF BIRTH:		10) DO YOU HAVE RELATIVES WORKING FOR THE CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, RELATIONSHIP: DEPT:	
11) EMPLOYMENT POSITION DESIRED: (check any you would accept) <input type="checkbox"/> PERMANENT <input type="checkbox"/> FULL-TIME <input type="checkbox"/> TEMPORARY <input type="checkbox"/> PART-TIME		12) HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE CITY? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, POSITION:	
13) WORK EXPERIENCE			
LIST YOUR PRESENT OR MOST RECENT EXPERIENCE FIRST. (Do not include dates more than 10 years ago.) ATTACH ADDITIONAL SHEET INF NECESSARY. BE COMPLETE.			
EMPLOYING FIRM:	ADDRESS:	PHONE NUMBER: ()-	
POSITION/TITLE:		NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:		SUPERVISOR:	SUPERVISOR'S TITLE:
LAST SALARY:	HOURS PER WEEK:	REASON FOR LEAVING:	
PRINCIPAL RESPONSIBILITIES:			
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO, EXPLAIN:			

13) WORK EXPERIENCE (CONTINUED)

LIST YOUR PRESENT OR MOST RECENT EXPERIENCE FIRST. (Do not include dates more than 10 years ago.) ATTACH ADDITIONAL SHEET IF NECESSARY. BE COMPLETE.

EMPLOYING FIRM:		ADDRESS:	PHONE NUMBER: () -
POSITION/TITLE:		NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:		SUPERVISOR:	SUPERVISOR'S TITLE:
LAST SALARY:	HOURS PER WEEK:	REASON FOR LEAVING:	

PRINCIPAL RESPONSIBILITIES:

MAY WE CONTACT THIS EMPLOYER?
 YES NO IF NO, EXPLAIN:

EMPLOYING FIRM:		ADDRESS:	PHONE NUMBER: () -
POSITION/TITLE:		NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:		SUPERVISOR:	SUPERVISOR'S TITLE:
LAST SALARY:	HOURS PER WEEK:	REASON FOR LEAVING:	

PRINCIPAL RESPONSIBILITIES:

MAY WE CONTACT THIS EMPLOYER?
 YES NO IF NO, EXPLAIN:

EMPLOYING FIRM:		ADDRESS:	PHONE NUMBER: () -
POSITION/TITLE:		NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:		SUPERVISOR:	SUPERVISOR'S TITLE:
LAST SALARY:	HOURS PER WEEK:	REASON FOR LEAVING:	

PRINCIPAL RESPONSIBILITIES:

MAY WE CONTACT THIS EMPLOYER?
 YES NO IF NO, EXPLAIN:

14) EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A GED? YES NO
SCHOOL ATTENDED:

HOW MANY YEARS OF EDUCATION HAVE YOU COMPLETED? (circle one)
GRADE SCH: 7 8 HIGH SCH: 9 10 11 12 COLLEGE: 13 14 15 16 POST GRAD: 1 2 MA PHD

NAME AND LOCATION OF COLLEGE, UNIVERSITY OR TECH SCHOOL	QTR. OR SEM. HOURS	DID YOU GRADUATE?	CERTIFICATE OR DEGREE	COURSE OF STUDY

15) RELEVANT CURRENT PROFESSIONAL MEMBERSHIPS, REGISTRATIONS OR LICENSES. INCLUDE DATE ISSUED:

16) JOB RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE

KIND OF VOLUNTEER ACTIVITY (Do not specify organization)	MAJOR RESPONSIBILITIES	PERCENT OF TIME PER RESPONSIBILITY	NUMBER OF HOURS PER MONTH	YEARS	
				FROM	TO

17) DESCRIBE ANY ADDITIONAL EXPERIENCE OF TRAINING THAT QUALIFIES YOU FOR THIS JOB:

18) OFFICE EQUIPMENT, WORD PROCESSING AND COMPUTER EXPERIENCE

HARDWARE EXPERIENCE (be specific)

SOFTWARE EXPERIENCE (be specific)

OTHER:

TYPING SPEED: (words per minute)

19) DRIVER'S INFORMATION:

DRIVER'S LICENSE NUMBER:

STATE:

CLASS:

EXPIRATION:

20) REFERENCES

GIVE THE NAMES OF AT LEAST FOUR PEOPLE OTHER THAN RELATIVES WHO CAN BE CONTACTED REGARDING YOUR QUALIFICATIONS, WORK HABITS AND CHARACTER.

NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK

21) LEGAL TO WORK

DO YOU LEGALLY HAVE THE RIGHT TO WORK IN THE UNITED STATES? YES NO

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF BIRCHWOOD VILLAGE HIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF HIRED, YOU WILL BE REQUIRED TO PROVIDE WRITTEN DOCUMENTATION OF CITIZENSHIP OR LEGALIZED ALIEN PROGRAM.

22) CRIMINAL RECORD

DURING THE PAST 10 YEARS HAVE YOU SERVED A SENTENCE IN JAIL OR PRISON PLEAD GUILTY TO OR BEEN CONVICTED OF A FELONY, GROSS MISDEMEANOR, OR MISDEMEANOR FOR WHICH A JAIL SENTENCE COULD HAVE BEEN IMPOSED? YES NO

(You may answer "no" if the conviction or criminal records have been annulled, sealed, set aside or purged, or if you have been pardoned pursuant to the law.)

IF YOU ANSWERED "YES" PLEASE ATTACH A SEPARATE SHEET WITH EXPLANATION. INFORMATION CONCERNING THIS QUESTION WILL NOT BE USED TO AUTOMATICALLY BAR YOU FROM EMPLOYMENT, UNLESS RELATED TO THE POSITION OF EMPLOYMENT SOUGHT. SOME POSITIONS APPLIED FOR MAY REQUIRE A CRIMINAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.

BACKGROUND CHECKS

THE CITY OF BIRCHWOOD VILLAGE CONDUCTS CRIMINAL HISTORY BACKGROUND CHECKS ON ALL EMPLOYEES.

FOR SWORN POLICE POSITIONS, FELONY CONVICTIONS (AND CERTAIN OTHER CONVICTIONS MANDATED BY THE STATE LICENSING BOARD FOR POLICE) WILL AUTOMATICALLY DISQUALIFY YOU FROM FURTHER CONSIDERATION. FOR NON-POLICE POSITIONS, THE CITY WILL LOOK AT THE TYPE OF CONVICTION AND WHETHER IT IS DIRECTLY RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.

CANDIDATES FOR POSITIONS WORKING WITH CHILDREN WILL NOT BE SELECTED IF THEY HAVE BEEN CONVICTED OF ANY CRIME LISTED IN THE CHILD PROTECTION WORKER ACT (MINNESOTA STATUTES 299C.61 & 62). GENERALLY THIS INCLUDES CHILD ABUSE CRIMES, MURDER, MANSLAUGHTER, FELONY LEVEL ASSAULT OR ANY CRIME COMMITTED AGAINST A MINOR, KIDNAPPING, ARSON, CRIMINAL SEXUAL CONDUCT, AND PROSTITUTION RELATED CRIMES.

BEFORE ANY APPLICANT (OTHER THAN APPLICANTS FOR POSITIONS WITHIN THE POLICE OR FIRE DEPARTMENT) IS REJECTED ON THE BASIS OF CRIMINAL CONVICTION, HE OR SHE WILL BE NOTIFIED IN WRITING AND WILL BE GIVEN ANY RIGHTS AFFORDED BY MINNESOTA STATUTES CHAPTER 364. THIS INCLUDES THE RIGHT TO SHOW EVIDENCE OF REHABILITATION.

ACCOMMODATIONS

DO YOU HAVE ANY PHYSICAL OR HEALTH LIMITATIONS THAT WOULD REQUIRE SPECIAL OR REASONABLE ACCOMMODATIONS BY THE CITY: YES NO IF YES, PLEASE DESCRIBE THE NATURE OF THE ACCOMMODATION:

TENNESSEEN WARNING/DATA PRACTICES NOTICE TO ALL APPLICANTS

THE MINNESOTA GOVERNMENT DATA PRACTICES ACT REQUIRES THAT YOU BE INFORMED OF THE PURPOSES AND INTENDED USES OF THE INFORMATION YOU PROVIDED TO THE CITY OF NEW BRIGHTON DURING THE APPLICATION PROCESS OR DURING EMPLOYMENT. ANY INFORMATION ABOUT YOURSELF THAT YOU PROVIDE WILL BE USED TO IDENTIFY YOU AS AN APPLICANT AND TO ASSESS YOUR QUALIFICATIONS FOR EMPLOYMENT WITH THE CITY. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT, YOU ARE REQUIRED TO PROVIDE THE INFORMATION REQUESTED IN THE APPLICATION FOR EMPLOYMENT. IF YOU REFUSE TO SUPPLY INFORMATION REQUESTED BY THE CITY, IT MAY MEAN YOUR APPLICATION WILL NOT BE CONSIDERED.

YOU ARE HEREBY ADVISED THAT, UNDER MINNESOTA LAW, THE FOLLOWING INFORMATION GIVEN BY AN APPLICANT IS CONSIDERED TO BE PUBLIC: VETERAN STATUS, RELEVANT TEST SCORES, RANK ON OUR ELIGIBLE LIST; JOB HISTORY; EDUCATION AND TRAINING; WORK AVAILABILITY.

AS AN APPLICANT, YOUR NAME IS CONSIDERED PRIVATE UNTIL YOU ARE CERTIFIED AS ELIGIBLE FOR APPOINTMENT TO A POSITION OR WHEN APPLICANTS ARE CONSIDERED BY THE APPOINTING AUTHORITY TO BE FINALISTS FOR A POSITION WITH THE CITY OF NEW BRIGHTON. "FINALIST" MEANS AN INDIVIDUAL WHO IS SELECTED TO BE INTERVIEWED BY THE APPOINTING AUTHORITY PRIOR TO SELECTION.

THE DATA CONCERNING YOU, WHICH IS PLACED IN YOUR APPLICATION FOLDER OR IN YOUR PERSONNEL FILE AND WHICH IS NOT LISTED AS PUBLIC, IS PRIVATE. THIS PRIVATE DATA WILL BE SHARED WITH YOU AND THOSE MEMBERS OF THE CITY STAFF WHO NEED IT TO PROCESS THE APPLICATION, UPDATE YOUR PERSONNEL RECORD, EVALUATE YOUR WORK PERFORMANCE AND IF YOU ARE HANDICAPPED, PROVIDE THE NECESSARY ACCOMMODATIONS. IT MAY ALSO BE SHARED WITH THE FOLLOWING: PERSONS AUTHORIZED TO HAVE ACCESS TO THE INFORMATION UNDER STATE OR FEDERAL LAW; PERSONS AUTHORIZED BY COURT ORDER TO HAVE ACCESS TO THE INFORMATION; AND PERSONS TO WHOM YOU CONSENT IN WRITING TO HAVE ACCESS TO THE INFORMATION.

WITH THE EXCEPTION OF RACIAL AND ETHNIC DATA, THE DATA YOU GIVE US ABOUT YOURSELF IS NEEDED TO IDENTIFY YOU AND TO ASSIST DETERMINING YOUR SUITABILITY FOR THE POSITION FOR WHICH YOU ARE APPLYING. RACIAL AND ETHNIC DATA IS USED TO MONITOR PROTECTED CLASS EMPLOYMENT AND TO MEET FEDERAL, STATE, AND LOCAL REPORTING REQUIREMENTS. FURNISHING RACIAL AND ETHNIC DATA ABOUT YOURSELF, AS WELL AS YOUR SOCIAL SECURITY NUMBER, IS VOLUNTARY.

I CERTIFY THAT ANSWERS HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT THIS APPLICATION IS NOT, AND IS NOT INTENDED, TO BE A CONTRACT FOR EMPLOYMENT.

IN THE VENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, OR INTERVIEW(S), MAY RESULT IN DISCHARGE. I UNDERSTAND ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE CITY.

I CERTIFY THAT I HAVE READ THE "NOTICE TO APPLICATION" REGARDING THE MINNESOTA DATA PRACTICES ACT (MN STATUTES 1301-1390), AND I UNDERSTAND MY RIGHTS AS A SUBJECT OF DATE.

APPLICANT SIGNATURE: _____ DATE: _____

23) SIGNATURE

I UNDERSTAND THE CITY OF BIRCHWOOD VILLAGE HAS THE RIGHT TO VERIFY INFORMATION PROVIDED IN THE APPLICATION. IF THERE ARE ANY MISREPRESENTATIONS ON THIS APPLICATION OR MY RESUME OR MADE BY ME IN AN INTERVIEW, WHICH MAY BE DISCOVERED NOW OR ANY TIME IN THE FUTURE, I MAY BE DISCHARGED FOR CAUSE WITHOUT SEVERANCE PAY OF ANY KIND. FALSE INFORMATION OR MISREPRESENTATION MAY ALSO SUBJECT ME TO THE PENALTY PROVISIONS OF M.S. § 43A.39.

IN CONNECTION WITH THIS APPLICATION FOR EMPLOYMENT, I AUTHORIZE THE CITY OF BIRCHWOOD VILLAGE AND ANY AGENT ACTING ON ITS BEHALF TO CONDUCT ANY INQUIRY INTO ANY JOB-RELATED INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING, BUT NOT LIMITED TO, MY RECORDS MAINTAINED BY AN EDUCATIONAL INSTITUTION RELATING TO ACADEMIC PERFORMANCE (such as transcripts). MOREOVER, I HEREBY RELEASE THE CITY OF BIRCHWOOD VILLAGE AN ANY AGENT ACTING ON ITS BEHALF FROM ANY AND ALL LIABILITY BT REASON OF REQUESTING SUCH INFORMATION FROM ANY PERSON.

- YES
 YES, BUT NOT PRESENT EMPLOYER UNTIL JOB IS OFFERED.
 NO, (We may be unable to hire you without this information).

I DECLARE THAT ANY AND ALL STAEMENTS IN THIS APPLICATION OR INFORMATION PROVIDED ARE TRUE AND COMPLETE AND HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED HEREIN.

SIGNATURE: (DO **NOT** PRINT) _____ DATE: _____

HOW DID YOU LEARN ABOUT THE POSITION YOU ARE APPLYING FOR? (optional)

NEWSPAPER/PUBLICATION:

- MINNEAPOLIS STAR/TRIBUNE
 PIONEER PRESS
 OTHER: _____

EDUCATIONAL INSTITUTION: _____

ETHNIC INTEREST GROUP: _____

OTHER: _____

THE CITY OF BIRCHWOOD VILLAGE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

THE CITY OF BIRCHWOOD VILLAGE DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN THE ADMISSION OR ACCESS TO OR TREATMENT OF OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. IT IS THE POLICY OF THE CITY OF BIRCHWOOD VILLAGE TO PROVIDE REASONABLE ACCOMMODATIONS TO KNOWN PHYSICAL AND MENTAL LIMITATIONS OF QUALIFIED HANDICAPPED APPLICANTS AND EMPLOYEES IN ORDER FOR TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN QUESTION.

THE CITY OF BIRCHWOOD VILLAGE IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER