



Application For Employment

11955 CHAMPLIN DRIVE CHAMPLIN, MN 55316 (763) 421-8100

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a disability.

(PLEASE PRINT OR TYPE)

Date of Application _____

Position(s) Applied For _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

Telephone () _____ Social Security Number _____
Area Code

Have you filed an application here before? Yes No If yes, date _____

Have you ever been employed here before? Yes No If yes, date _____

Are you employed now? Yes No May we contact your present employer? _____

Are you prevented from lawfully becoming employed
in this country because of Visa or Immigration Status? Yes No

(Proof of citizenship or immigration status may be required upon employment.)

If employed and you are under 18 years old, can you furnish a work permit? _____

On what date would you be available for work? _____

Are you available to work _____ Full Time _____ Part Time _____ Shift Work _____ Temporary

Are you on lay-off and subject to recall? Yes No

Can you travel if a job requires it? Yes No

Do any of your friends or relatives work here? Yes No

If yes, list name(s) _____

Have you been convicted of a felony within the last 7 years? Yes No

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

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 Additional Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities																	

Honors Received:

LIST APPROPRIATE CERTIFICATES, REGISTRATIONS, OCCUPATIONAL LICENSES HELD		
TYPE	NUMBER	EXPIRATION DATE

List professional trade, business or civic activities and offices held.
(You may exclude those which indicate race, color, religion, sex or national origin): _____

DRIVER'S LICENSE INFORMATION			
DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> YES <input type="checkbox"/> NO	LICENSE NO.	EXPIRATION DATE	CLASS
HAVE YOU HAD ANY MOVING VIOLATIONS IN THE LAST FIVE (5) YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF "YES" PLEASE EXPLAIN			

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

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

APPLICANT'S STATEMENT

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 of employment.

In the event 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.

TENNESSEN WARNING

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Champlin (the City) during the application process or during employment.

Any information about yourself that you provide to the City during the application process 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 that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information about you must be made available to any member of the public who requests it:

- veteran status
- relevant test scores
- rank on eligible list
- job history
- education and training
- work availability

Your name will not be made available to the public unless you are selected to be interviewed by the City.

All other information about yourself that you provide during the application process or during employment with the City is classified as private under state law. That is, the information may not be provided to members of the public except:

- (1) persons authorized to have access to the information under state or federal law;
- (2) persons authorized by court order to have access to the information; and,
- (3) persons to whom you consent in writing to have access to the information.

All individuals in the City who need to know information will have access.

Dated: _____ (signature of applicant)

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview Yes No

Remarks _____

INTERVIEWER _____ DATE _____

Employed Yes No

Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____ NAME AND TITLE _____ DATE _____