



City of Forest Lake

Department of Public Safety
 Clark L. Quiring, Director of Public Safety

EMPLOYMENT APPLICATION

The City of Forest Lake welcomes you as an applicant for employment. Your application will be considered with others in competition for the position in which you are interested. It is our policy to provide equal employment opportunities to all. Individuals are evaluated and selected solely on the basis of their qualifications. We asked that you attach a resume to this application that would help explain your qualifications in the position that you are applying for.

Please furnish complete and accurate information so that we can properly evaluate your application. Be aware that the use of false or misleading information or the omission of important facts may be grounds for immediate dismissal. Also note that the information you provide herein may be subject to later verification and/or testing. (Please print clearly or type).

PERSONAL

Name:	Last	First	Middle	Other names you have used
Address:	Street	City	State	Zip
Telephone:	Residence	Business	May we call at work? Yes No	Social Security Number

WORK PREFERENCES

Title of specific position for which you are applying	Are you interested in:
_____	FULL TIME _____
_____	PART TIME _____
_____	TEMPORARY _____
_____	SEASONAL _____

THE CITY OF FOREST LAKE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN THE ADMISSION OR ACCESS TO, OR THE TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS, ACTIVITIES OR SERVICES.

GENERAL INFORMATION

Have you applied here before? _____ If yes, when (Date) _____ Do you have relatives working here? If so, which department? _____

How did you hear about this City employment opportunity?

_____ Came in to City Hall _____ City Web Site _____ Other
_____ City Employee _____ Newspaper _____ Which one? _____
_____ LMNC _____ Employment Agency

Salary Expected _____ When would you be available? _____

Drivers License Number _____ State _____ Class _____

EDUCATION AND TRAINING

Circle the highest grade or year _____ Name and location of high school. _____ Diploma? _____
Completed in High School _____
9 10 11 12 _____ GED? _____

Name and location of college, university Technical, professional, business, trade Vocational, military or other school	Dates Attended		# of Credits Earned per Quarter or Semester
	Mo/Yr	Mo/Yr	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certificate or Degree _____ (circle one)
Major or Minor
Major or Minor
Major or Minor

SPECIAL SKILLS

What is your present typing speed per minute? _____ Dictaphone equipment? _____
Computer? Describe type of equipment/software/programs _____

Other Office Equipment Experience _____

Do you have any experience in a skilled trade? If so, list skilled trades _____

Have you completed an apprenticeship in a skilled field? Is so, what craft and where completed? _____

List all machines and equipment you have operated: _____

SPECIAL SKILLS (cont.)

List any additional machines and equipment you have operated: _____

Skilled Traded Skills: _____

List all current licenses and/or certification together with an identification of the granting authority: _____

EMPLOYMENT HISTORY

Give accurate, complete full-time employment record. Start with your present or most recent employer. Please do not write, "see resume" in this section. Part of all of your rating may be based on this information.

Company Name	Telephone Number
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Address	Employed (month & year)
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Name of Supervisor & Title	Salary (hourly, monthly, annual)
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State job title and list duties/responsibilities, beginning with duty that consumed the greatest amount of time. List reason for leaving.

Company Name	Telephone Number
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Address	Employed (month & year)
---------	-------------------------

Name of Supervisor & Title	Salary (hourly, monthly, annual)
----------------------------	----------------------------------

State job title and list duties/responsibilities, beginning with duty that consumed the greatest amount of time. List reason for leaving.

Company Name	Telephone Number
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Address	Employed (month & year)
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Name of Supervisor & Title	Salary (hourly, monthly, annual)
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State job title and list duties/responsibilities, beginning with duty that consumed the greatest amount of time. List reason for leaving.

EMPLOYMENT HISTORY (cont.)

Company Name	Telephone Number
Address	Employed (month & year)
Name of Supervisor & Title	Salary (hourly, monthly, annual)

State job title and list duties/responsibilities, beginning with duty that consumed the greatest amount of time. List reason for leaving.

Company Name	Telephone Number
Address	Employed (month & year)
Name of Supervisor & Title	Salary (hourly, monthly, annual)

State job title and list duties/responsibilities, beginning with duty that consumed the greatest amount of time. List reason for leaving.

Company Name	Telephone Number
Address	Employed (month & year)
Name of Supervisor & Title	Salary (hourly, monthly, annual)

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CONVICTION INFORMATION

This question must be answered before your application will be considered complete.

If the answer is "YES" please attach a separate piece of paper giving full particulars. This information will not be used to bar you from employment but may be used to direct your interest to areas less related to the area of your conviction.

You may answer "NO" to this question if the conviction or records thereof have been annulled, sealed, set aside, or purged, or if you have been pardoned pursuant to law.

Have you served a sentence in a jail or prison or have you been convicted of a misdemeanor or felony for which a jail sentence could have been imposed?

_____ YES _____ NO

REFERENCES

Please provide the name, address and telephone number of three (3) references that are not related to you and are not previous employers.

	Name	Address	Phone #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

List professional, trade, business, or civic activities and offices held. (Exclude those which indicate race, color, religion, sex or national origin.)

1. I hereby certify that I am not a member of any organization which advocates overthrow of the United States Government by force or illegal or unconstitutional means.
2. I hereby certify that all statements herein are true and complete and authorize investigation of all information contained in this application. I understand that my present employer will not be contacted from employment verification until I have become one of the finalists for the position for which I am applying.
3. Organizations and persons named herein are authorized to give information regarding me and they are hereby released from all liability for issuing such information.
4. I understand that misrepresentations or omission of facts called for herein will be sufficient cause for cancellation of consideration from employment or dismissal if I have been employed.
5. I understand that any regular employment with the City of Forest Lake will be contingent upon successful completion of a physical examination, drug/alcohol test, and completion of a medical history questionnaire, and a psychological examination for Police applicants.

Signature of Applicant

Date Signed

<u>Action</u>	<u>Notified</u>	<u>Date</u>	<u>Time</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

CITY OF FOREST LAKE

ELECTION OF VETERAN'S PREFERENCE

THIS FORM MUST BE COMPLETED AND IS CONSIDERED PART OF THIS APPLICATION.

NAME: _____

Do you wish to claim veteran's preference? _____ YES _____ NO

If so, please check the preference you are claiming:

_____ Veteran: a person separated under honorable conditions who has served on active duty for at least one-hundred-eighty-one (181) days, or honorably discharged by reason on disability incurred while on active duty.

_____ Disabled Veteran: a veteran having a compensable service connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, which disability currently exists.

_____ Spouse of a deceased veteran.

_____ Spouse of a disabled veteran who is unable to use preference due to disability.

NOTE: If you elect to use a veteran's preference, please enclose proper documentation establishing your right to claim the preference.

Signature of Veteran/Applicant

Date Signed

INFORMATION DISCLOSURE: NOTICE TO APPLICANTS

In accordance with M.S. 13.04 Subd. 2 we must inform you of your rights as a subject of governmental data. The information you give us about yourself is needed to identify you and assist in determining your suitability for the position(s) for which you are applying.

The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting City business and as otherwise provided for by law.

Private Data	Why We Ask For It	Are You Legally Obligated to Provide It?	What May Happen If You Don't Provide It?
SS #	To distinguish you from all applicants and to make processing more efficient.	No	In most cases nothing. However, it will help ensure that we do not confuse your records with another person.
Name	To distinguish you from all other applicants.	Yes	Failure to provide data may be cause for rejection of an application.
Address	To distinguish you from all other applicants.	Yes	Failure to provide data may be cause for rejection of an application.
Daytime Phone #	To be able to contact you to determine availability for an interview.	No	We may not be able to contact you for an interview.
Driver License #	Necessary for positions that require driving.	No	We may not be able to process your application for a position that requires driving.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job related consideration.	Yes	We will not be able to make determinations required by law.

<p>YOUR NAME IS CONSIDERED PRIVATE UNTIL YOU ARE CERTIFIED AS ELIGIBLE FOR APPOINTMENT TO A VACANCY OR CONSIDERED AS A FINALIST. ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC.</p>
