



**V. 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. **Do not mark application "See Resume"**. Additional employment history may be added separately if necessary.

Employer Name		Telephone ( )	
Address		Dates From	To
Supervisor's Name & Title		Wages Start	End
Your Job Title	Reason for Leaving		
Description of Job Duties			Percent of Time
1.			%
2.			%
3.			%
4.			%
5.			%

Employer Name		Telephone ( )	
Address		Dates From	To
Supervisor's Name & Title		Wages Start	End
Your Job Title	Reason for Leaving		
Description of Job Duties			Percent of Time
1.			%
2.			%
3.			%
4.			%
5.			%

Employer Name		Telephone ( )	
Address		Dates From	To
Supervisor's Name & Title		Wages Start	End
Your Job Title	Reason for Leaving		
Description of Job Duties			Percent of Time
1.			%
2.			%
3.			%
4.			%
5.			%

**VI. LICENSURE**

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

License Number	Issued By	Date	Expiration
Driver License Number:			

All applicable licenses or certifications must be received in the Coordinator's Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect..

**VII. EDUCATION**

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

Name and address of school, college, technical, military, professional, business, trade or other	Dates Attended mm/dd/yyyy	Degree/Diploma Certificate Obtained	Major/Minor

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

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**VIII. 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. The County 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	Title	Address	Phone Number

**IX. CRIMINAL BACKGROUND INFORMATION**

The County will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description or other application material states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the County, and formal approval by the appointing authority.

**Note:** Your signature on page 4 of this application authorizes Hubbard County to complete a criminal background check.

**X. VETERAN STATUS**

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

Are you the spouse of a deceased honorably discharged veteran or disabled veteran who is unable to work due to such disability?  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.

Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please complete Veterans Preference Application form available in Coordinator's Office and attach the required DD214 form or forward it within five (5) business days. If you receive a passing score, you will be shown your score upon request.

**XI. 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:

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**XII. PERSONAL STATEMENT**

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

**XIII. 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? [       ]

**XIV. EQUIPMENT/COMPUTER EXPERIENCE**

Describe your experience with computers (hardware/software), office equipment (WPM), heavy equipment etc. that may be relevant to the position you're applying for.

**XV. ADDITIONAL INFORMATION**

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

**XVI. CERTIFICATION, ACKNOWLEDGEMENT AND RELEASE**

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

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the County Board or the appointing authority referenced in the job description and that until such approval that the County shall not be liable for any reliance on any oral or written offers of employment made to me.

I understand this application form may be augmented by a request for further information more specific to the position for which you are applying and all materials submitted in support of your application become the property of Hubbard County and cannot be returned.

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 the county 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 the County 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 the County and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said County, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

I further agree that, if employed, I will conform my conduct to Hubbard County's rules and regulations and understand that, unless otherwise specifically agreed to in writing, my employment status with the County is at-will, meaning I have the right to terminate my employment at any time and that the County has the same right. I understand nothing contained in this application or in granting of an interview creates a contract between Hubbard County and myself for either employment or for the providing of any benefit. I also understand that any employment policies, manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract, and further, that such policies, manuals or handbooks may be modified at anytime at the sole discretion of the county.

I understand that certain positions within Hubbard County are required to comply with State and/or Federal drug and alcohol testing regulations. If hired for said position, I understand my continued employment is contingent upon compliance with these regulations and all provisions.

I also understand that, upon acceptance of employment, a minimum six-month probationary period applies before transferring to regular employment status.

**I have read and understand the above information and declare statements herein are true & complete.**

Signature \_\_\_\_\_ Date \_\_\_\_\_





# Applicant Survey

## Human Resource Office

Hubbard County Courthouse  
301 Court Ave ♦ Park Rapids, MN 56470-1483  
Phone (218)732-2362 ♦ FAX (218)732-2321  
Email: twalsh@co.hubbard.mn.us

*Hubbard County asks that you voluntarily provide the following information to enable us to monitor our recruitment activities and be able to report as required by Federal and State laws. **The data on this sheet will be kept in a private file separate from your application.***

### PERSONAL INFORMATION

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

Position applied for: \_\_\_\_\_

Sex:                     Female                     Male

Age Group:            16 - 18                     19 - 39                     40 and over

Race:                     White                     Black                     Hispanic

American Indian or Alaskan Native                     Asian or Pacific Islander

### VETERANS STATUS

Are you a veteran?                     Yes                     No

If yes, a Vietnam era veteran?                     Yes                     No

If yes, a disabled veteran?                     Yes                     No

### OTHER

How did you learn about this job?

Employment Agency (name) \_\_\_\_\_

Newspaper (name) \_\_\_\_\_

Internet \_\_\_\_\_

School (name) \_\_\_\_\_

Walk-in \_\_\_\_\_

Hubbard County Employee \_\_\_\_\_

Contacted Hubbard County Personnel \_\_\_\_\_

Other (name) \_\_\_\_\_