

# Application for Employment

We welcome you as an applicant for employment with the Cascade-Rochester Road Services and Maintenance Joint Powers Board. It is the Board's policy to provide equal opportunity in employment. The Board will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as an employee.

The Cascade-Rochester Road Services and Maintenance Joint Powers Board accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact \_\_\_\_\_ at \_\_\_\_\_.

**Please print in INK or type when completing this application**

## Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Title of position applying for:	
Days/Hours available to work:	
Mon _____	Tue _____ Wed _____ Thu _____ Fri _____ Sat _____ Sun _____ No Preference _____
Are you at least 18 years old?	Yes <input type="checkbox"/> No <input type="checkbox"/>

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.

## Educational Information

<b>Circle the highest grade completed</b>			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>High School</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>College/Technical</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>Graduate/PHD/JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

For positions requiring you to drive: Do you have a valid Class A Driver's License? Yes  No

Have you had any accidents during the past three years? Yes  No  How many? \_\_\_\_\_

Have you had any moving violations during the past three years? Yes  No  How many? \_\_\_\_\_

# Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

<b>Company</b>	<b>Name of last supervisor</b>	<b>Hrs/Week</b>
<b>Address</b>	<b>Start Date</b>	<b>Starting Salary</b>
<b>City, State, Zip</b>	<b>End Date</b>	<b>Final Salary</b>
<b>Phone Number</b>	<b>Last job title</b>	
<b>Reason for leaving (be specific):</b>		
<b>Describe your work in this job:</b>		
<b>May we contact this employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>Company</b>	<b>Name of last supervisor</b>	<b>Hrs/Week</b>
<b>Address</b>	<b>Start Date</b>	<b>Starting Salary</b>
<b>City, State, Zip</b>	<b>End Date</b>	<b>Final Salary</b>
<b>Phone Number</b>	<b>Last job title</b>	
<b>Reason for leaving (be specific):</b>		
<b>Describe your work in this job:</b>		
<b>May we contact this employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Employment Experience Continued

<b>Company</b>	<b>Name of last supervisor</b>	<b>Hrs/Week</b>
<b>Address</b>	<b>Start Date</b>	<b>Starting Salary</b>
<b>City, State, Zip</b>	<b>End Date</b>	<b>Final Salary</b>
<b>Phone Number</b>	<b>Last job title</b>	
<b>Reason for leaving (be specific):</b>		
<b>Describe your work in this job:</b>		
<b>May we contact this employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>Company</b>	<b>Name of last supervisor</b>	<b>Hrs/Week</b>
<b>Address</b>	<b>Start Date</b>	<b>Starting Salary</b>
<b>City, State, Zip</b>	<b>End Date</b>	<b>Final Salary</b>
<b>Phone Number</b>	<b>Last job title</b>	
<b>Reason for leaving (be specific):</b>		
<b>Describe your work in this job:</b>		
<b>May we contact this employer?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

## Military Experience

Did you serve in the U.S. Armed Forces?    Yes     No

Describe your duties:

Do you wish to apply for Veterans' Preference:    Yes     No

If you answered "yes," you must complete the enclosed application for Veteran's Preference, and submit the application and required documentation to the Cascade-Rochester Road Services and Maintenance Joint Powers Board by the application deadline of the position for which you are applying.

## References

Please list two references other than relatives or previous employers:

<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Company</b>	<b>Company</b>
<b>Address</b>	<b>Address</b>
Phone (    )	Phone (    )

# Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the Cascade-Rochester Road Services and Maintenance Joint Powers Board is "at will," and that if I am hired, employment may be terminated by either the Cascade-Rochester Road Services and Maintenance Joint Powers Board or me at any time, with or without notice.

With my signature below, I am providing the Cascade-Rochester Road Services and Maintenance Joint Powers Board authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact this employer?," contact with that employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted after I have been selected for an interview, and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the Cascade-Rochester Road Services and Maintenance Joint Powers Board in writing of any changes to information reported in this application for employment.

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Signature

Date



Signature \_\_\_\_\_

Date \_\_\_\_\_

## Information Regarding Claiming Veteran's Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
  - i. served on active duty for at least 181 consecutive days, or
  - ii. have been discharged by reason of service connected disability, or
  - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
  - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veteran's preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the Cascade & Rochester Joint Powers Board. Please contact our office at \_\_\_\_\_ or your local County Veterans Service Office if you have any questions regarding veteran's preference.



# Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the Cascade-Rochester Road Services and Maintenance Joint Powers Board. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the Joint Powers Board must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the Cascade & Rochester Joint Powers Board, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of the Joint Powers Board staff needing it to process Joint Powers Board records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

The data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying.

**NOTICE REGARDING SOCIAL SECURITY NUMBER:** This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

**NOTICE TO MINORS:** Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the Cascade & Rochester Joint Powers Board at \_\_\_\_\_.

This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.