

City of Renville Employment Application

221 North Main Street - PO Box 371
Renville, Minnesota 56284
Phone: 320-329-8366 Fax: 320-329-8367

Directions:

Answer each question fully and accurately. No action will be taken on this application until you have answered all questions and signed the application in ink. Résumé and cover letters are not substitutes for the information requested on this application.

I. Equal Employment Opportunity

It is the policy of the City of Renville to provide equal opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age.

II. Data Privacy Notice

The information requested on this application is intended to be used by the City in determining suitability for employment for the position which you are currently or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the City being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the City may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the City without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. Position Desired

Title of position for which you are applying: _____

Date available to begin employment: _____

IV. Personal Data

Name: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____ Secondary Phone: _____

Are you under the age of 18? Yes No If yes, state birth date: _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States? Yes No

Have you previously worked for the City of Renville? Yes No

Do you have relatives who work for the City of Renville? Yes No

Do you have any special needs which may necessitate accommodations in the application/interview process?

Yes No If yes, please describe the type of accommodation requested: _____

Please list all other names under which you have been employed or under which your employment or educational

records may be found: _____

V. Work/Volunteer Experience

List all work and volunteer experience, most recent to be listed first. Use additional sheets if necessary.

Organization Name:		
Organization Address:		
Organization Telephone:	Employment Dates:	
Supervisor:	Supervisor's Title:	
Your Title:	Wage/Salary:	Hours per Week:
Job Duties:		
Reason for Leaving:		

Organization Name:		
Organization Address:		
Organization Telephone:	Employment Dates:	
Supervisor:	Supervisor's Title:	
Your Title:	Wage/Salary:	Hours per Week:
Job Duties:		
Reason for Leaving:		

Organization Name:		
Organization Address:		
Organization Telephone:	Employment Dates:	
Supervisor:	Supervisor's Title:	
Your Title:	Wage/Salary:	Hours per Week:
Job Duties:		
Reason for Leaving:		

Please use this space to explain any gaps in your employment history:

VI. Licensure

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

License #:	Issued By:	Expiration Date:	Class

All applicable licenses or certification information must be received by the City 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/ or other relevant training completed. Do not list dates of attendance for high school. List most recent first.

Name of School:
Address of School:
Type of Degree/Diploma Received:
Major/Minor:
Dates of Attendance:

Name of School:
Address of School:
Type of Degree/Diploma Received:
Major/Minor:
Dates of Attendance:

Name of School:
Address of School:
Type of Degree/Diploma Received:
Major/Minor:
Dates of Attendance:

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

VIII. References:

List most recent first. These should be people in a position to discuss your qualifications for the position you seek. Indicate any who are related to you. The City of Renville 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 #:

Name of Reference:
Title:
Address:
Phone #:

Name of Reference:
Title:
Address:
Phone #:

IX. Criminal Background Information

The City of Renville may conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until the receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the City, and formal approval given by the appointing authority.

Have you ever been convicted or charged with a misdemeanor, gross misdemeanor, or felony?

Yes No If yes, please explain the nature of the charge and the circumstances:

Were you convicted and/or did you plead guilty? _____

List the date, city, state, and county where convicted: _____

X. Military Service

Have you ever served in the United States Armed Forces?

Yes No If yes, list your highest rank held: _____

Do you presently hold membership in the National Guard or Military Reserves? Yes No

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 yes, identify the employer and describe the circumstances:

Have you ever been refused employment? Yes No If yes, state by whom and for what reason:

Have you ever been eliminated as a candidate by an organization during the final selection stage?

Yes No If yes, please explain the reason(s) why you were eliminated:

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? _____

XII. Legal action

Are you now or have you ever been a defendant or plaintiff in any civil legal proceeding?

Yes No If yes, please give dates and details for each instance:

XIII. Certification & Acknowledgement

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

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the City Council and that until such approval that the City shall not be liable for any reliance on any oral or written offers of employment made to me.

Signature: _____
(Do no print)

Date: _____

City of Renville

Waiver of Liability and Release Form

In consideration of the City of Renville, hereinafter referred to as the City, processing of my application for my employment, I _____, hereby irrevocable agree to the following terms and conditions:

1. The term "background investigation" as used in this document refers to any and all information and sources of information that the City, in its sole discretion, may deem necessary to obtain or contact, to determine my fitness as a candidate for employment with the City.
2. I hereby release from liability and promise to hold harmless under any and all possible causes of legal action any officer, agent or employee of the City who may conduct my background investigation.
3. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, any and all persons or entities who shall furnish any information or opinion to the officers, agents or employees of the City who conduct my background investigation.
4. I authorize any person or entity contacted by the City of Renville during the course of my background investigation, to furnish to such officers, agents, any information or opinions they may have.
5. I hereby release from liability and promise to hold harmless, under any and all possible causes of legal action, the City of Renville, or any of its officers, agents or employees for any statements or acts of omissions in the course of my background investigation.

This release from liability given by me to the City of Renville, its officers, agents and employees, and all others as mentioned above shall apply to any right of action or any nature whatsoever that might accrue to myself, my heirs or my personal representative. This authorization expires one year from the date of my signature, below.

Signature: _____
(Do no print)

Date: _____