

Return to:
 Mapleton City Hall
 PO Box 366, 104 2nd Ave. NE
 Mapleton, MN 56065

**City of Mapleton
 Application for Employment**

Date Received _____

It is the policy and intent of the City of Mapleton to hire the most qualified person possible without regard to race, color, religion, national origin, marital status, sex or age. The policy of equality of opportunity in employment applies to promotions, personnel policies, programs, practices and municipal operations as well as the hiring procedure itself.

Information contained in or connected with this application will be considered personal and confidential and used only in conjunction with your possible employment with the City of Mapleton. In this regard, it is asked that complete information be furnished as outlined in this application. You are encouraged to attach any additional information which you believe qualifies you for this position.

PERSONAL INFORMATION

Position applying for _____ Date Available ____ / ____ / ____

Full Time Part Time Temporary Seasonal E-mail Address _____

Legal Name _____ Prior Name(s) _____
Last First MI

Address _____ Daytime Phone (____) ____ - ____
 _____ Evening Phone (____) ____ - ____
City State Zip

Are you related to any current employee within the City of Mapleton? Yes No
 Are you legally eligible for employment in the United States? Yes No
 Are you a veteran who received an honorable discharge qualifying you for veterans' preference points? Yes No
 Are you under 18 years of age? Yes No
 As an adult, have you ever been convicted of a crime? Yes No
 If YES, please describe: (A conviction record will not necessarily disqualify you from employment.) _____

EDUCATION

If you didn't complete high school, have you passed an equivalency test? Yes No

Check the number of years of post high school education 1 2 3 4 5 6 7

Type of School	Name of School	Location (Mailing Address)	Major & Degree
High School			N/A

List any other skills or experience which relate to this position. _____

LICENSES: (All licenses must include license number to receive points)

1. Drivers License: _____ State: _____ Class: _____
2. Other: _____

REFERENCES: (Must have three)

Name: _____ Occupation: _____
Home phone: _____ Work Phone: _____
Address: _____

Name: _____ Occupation: _____
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Name: _____ Occupation: _____
Home phone: _____ Work Phone: _____
Address: _____

I hereby certify that all answers to the above questions are true and I agree and understand that any false statements contained in this application may cause rejection of this application or termination of employment without notice or benefits.

Signature of Applicant _____

Date ____ / ____ / ____

Notice to Applicants

In accordance with the Minnesota Government Data Practices Act, the City of Mapleton is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available only to you and to other persons in the City of Mapleton who have a bona fide need for the data, but not to the public. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice of private data.

The following information which you might be asked to provide in the employment process is considered private data:

- Name
- Home Address
- Home Phone Number
- Social Security Number
- Date Of Birth
- Conviction Record
- Sex
- Age Group
- Racial/Ethnic Group
- Disability

Public Data includes:

- Veteran Status
- Education and training
- Job History
- Rank on eligible list
- Relevant test scores
- Work Availability

As an applicant, your name becomes public when you are certified as eligible for appointment to a position or when applicants are considered by the appointing authority to be finalists for a position with the City of Mapleton. "Finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

We ask for this information for the following reasons:

- to distinguish you from all other applicants and identify you in our personnel files
- to enable us to verify that you are the individual who takes examinations, if any examination is given
- to enable us to contact you when additional information is required, send you notices and/or schedules for your interviews
- to determine if you meet the minimum age requirements (if any)
- to determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position you applied for
- to enable us to ensure your rights to equal opportunities
- to meet federal reporting requirements
- to make processing more efficient

The data supplied will be used only for the purpose of your employment application with the City of Mapleton.

FURNISHING SOCIAL SECURITY NUMBER, DATE OF BIRTH (UNLESS A MINIMUM AGE IS REQUIRED), SEX, AGE GROUP, RACIAL/ETHNIC AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

If you are hired by the City of Mapleton, you will be legally required to supply your social security number and all applicable tax information. This information will be sent to federal and state tax authorities and to the Social Security Administration, and will enable us to compute your salary deductions. Insurance data which you will be required to furnish in order to participate in City health and life insurance plans will be classified as private as will payroll deduction data (when needed).

I declare that I have read and understand the information given above regarding the Minnesota Data Practice Act.

Applicants Printed Name _____

Applicants Signature _____

DATE: _____

VETERANS PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans' preference points, you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veterans points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERANS BONUS POINTS? _____ YES _____ NO

If you answered "YES", your DD214 or other documentation must be received no later than seven (7) calendar days after the application deadline for the position.

VETERANS PREFERENCE POINTS APPLICATION

Veteran: _____ Self _____ Spouse If spouse, veteran's name: _____

Branch of Service: _____ Period of Active Duty: From: _____ to _____

Rank at Discharge: _____ Type of Discharge: _____

Date of Final Discharge: _____ Service No.: _____

Are you receiving or eligible for a military pension? _____ Yes _____ No

Do you have a compensable service-related disability? _____ Yes _____ No

Preference requested: _____ Veteran _____ Disabled Veteran
 _____ Spouse of Disabled Veteran _____ Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). **If the supporting documentation is not attached, it will be not be considered for any points.**

Supporting documentation: _____ is attached _____ will be submitted within 7 days of application deadline.

APPLICANT NAME: _____

FOR OFFICE USE ONLY

5 points _____

