



EMPLOYMENT APPLICATION

8200 County Road 116 • Corcoran, Minnesota 55340 • Phone: 763-420-2288 • Fax: 763-420-6056 • www.corcoranmn.gov

We welcome you as an applicant for employment with the City of Corcoran. It is the City of Corcoran's policy to provide equal opportunity in employment. The City of Corcoran will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, genetic information, veteran 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. You may exclude information which would reveal race, sex, religion, age, disability, or other protected status.

The City of Corcoran 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 Human Resources at 763-420-2288.

APPLICANT INFORMATION			
Last Name	First Name	Middle	
Address	City	State	Zip Code
Phone Number(s)	Email	Preferred Method of Contact ☐ Phone ☐ Email	
Are you under the age of 18? ☐ Yes ☐ No		Do you have the legal right to work in the United States? <i>If yes, you will need proof of work eligibility to be employed.</i> ☐ Yes ☐ No	
WORK PREFERENCE INFORMATION			
Position Applying For			
Available Start Date	Position Type Sought ☐ Full Time ☐ Part-time ☐ Seasonal/Temporary		
GENERAL INFORMATION			
Have you been previously employed with the City of Corcoran? ☐ Yes ☐ No If yes, date(s): Position(s):		Driver's License Information, if position requires a valid driver's license. Do you possess a valid driver's license? ☐ Yes ☐ No If Yes, in which state is your license valid? Class: ☐ A ☐ B ☐ C ☐ D Endorsements:	
EDUCATIONAL INFORMATION			
Did you graduate from high school or receive a GED? ☐ Yes ☐ No High School Attended:			
Highest Grade Completed 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ 15 ☐ 16 ☐ 17 ☐ 18 ☐ 19 ☐ 20 ☐			
Name and Location of Colleges, Universities or Technical Schools	Course of Study	Certificate/Degree	Did You Graduate ☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

EDUCATIONAL INFORMATION CONTINUED

Name and Location of Colleges, Universities or Technical Schools	Course of Study	Certificate/Degree	Did You Graduate
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

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.

SKILLS AND TRAINING

List any relevant equipment you are trained or licensed to operate related to this position.
(Examples: office equipment, machinery, etc.)

List any special skills related to the position for which you are applying.
(Examples: computer skills, software proficiency, typing speed, etc.)

List any language proficiency (other than English)

Language	Speak	Read	Write
	☐ Fluent ☐ Some ☐ Intermediate	☐ Fluent ☐ Some ☐ Intermediate	☐ Fluent ☐ Some ☐ Intermediate
	☐ Fluent ☐ Some ☐ Intermediate	☐ Fluent ☐ Some ☐ Intermediate	☐ Fluent ☐ Some ☐ Intermediate

Describe any unsalaried or volunteer experience relevant to the position for which you are applying.

Describe any additional experience or training that qualifies you for this position.

WORK EXPERIENCE

List present or most recent employer first. List all jobs held, paid or volunteer, over the last ten years. **Your qualifications will be evaluated on the basis of the information provided on this application.** You may attach a separate sheet if additional space is needed, or if you wish to include applicable experience prior to ten years ago. Do not include dates of employment for jobs held more than ten years ago. 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.**

Are you presently employed? ☐ Yes ☐ No

Employer Name

Employer Address

Employment Dates

Position Title

Employer Phone

Name/Title of Direct Supervisor

Supervisor Phone Number

Average Number of Hours Worked

Reason for Leaving (Be Specific)

May We Contact
☐ Yes ☐ No

Describe Your Work in This Position

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Employer Address

Employment Dates

Position Title

Employer Phone

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Employment Dates

Position Title

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Supervisor Phone Number

Average Number of Hours Worked

Reason for Leaving (Be Specific)

May We Contact
☐ Yes ☐ No

Describe Your Work in this Position

Military Experience

Did you serve or are you currently serving in the United States Armed Forces? ☐ Yes ☐ No

Describe your duties.

Do you wish to apply for Veteran's Preference Points? ☐ Yes ☐ No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Corcoran by the application deadline of the position for which you are applying.

References

List the names of three people (not relatives) who can be contacted regarding your qualifications:

Name of Reference	Reference's Email	Reference's Phone Number	Position and Relation

Additional Information

Why are you interested in working for the City of Corcoran?

Authorization and Release

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 City of Corcoran is "at will," and that employment may be terminated by either the City of Corcoran or me at any time, with or without notice.

With my signature below, I am providing the City of Corcoran 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 your current employer?," contact with my current 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, in the case of non-public safety positions) 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 City of Corcoran in writing of any changes to information reported in this application for employment.

Applicant Signature

Date

Veteran Preference Points Application

You must submit a PHOTOCOPY of your “Member Copy 4” of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your “Member Copy 4” of your DD214, or other documentation verifying service, contact your County Veterans’ Service Office.

The City of Corcoran operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been 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, **or** after having served the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran’s preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Corcoran.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the “Member Copy 4” DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last, First, MI)	Position For Which You Applied
Address	City, State, Zip Code
Phone Number	Are you a US Citizen or Resident Alien ☐ Yes ☐ No
Types of Preference: ☐ Veteran ☐ Disabled Veteran ☐ Spouse of Disabled Veteran ☐ Spouse of Deceased Veteran	
<u>AFFIDAVIT:</u> I hereby claim Veterans’ Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans’ Preference verification documents and submit them to the City of Corcoran by the required application deadline.	
Applicant Signature	Date

Information Regarding Veterans 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 veterans’ 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 City of Corcoran. Please contact our office at (763-420-2288) or your local County Veterans’ Service Office, if you have any questions regarding veterans’ preference.

Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Corcoran. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City 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 City of Corcoran, 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 city staff needing it to process city 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.

With the exception of the optional data requested, the data you provide is needed to identify you and you assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city’s Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

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 City of Corcoran Human Resources Department, 8200 County Road 116, Corcoran, MN 55340. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

Equal Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Corcoran appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: ☐ Male ☐ Female

Ethnic Category (Check one):

☐ American Indian or Alaskan Native

☐ Asian or Pacific Islander

☐ Black

☐ Hispanic

☐ White

☐ Other

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? ☐ Yes ☐ No