

CITY OF GOODHUE
Goodhue, Minnesota
405 N. Broadway 55027

Phone: **651-923-4310**

Email: **cityclerk@cityofgoodhue.com**

APPLICATION FOR EMPLOYMENT

The City of Goodhue appreciates your interest in a position with the City. Please complete this application as thoroughly as possible. An incomplete application may reduce your opportunity for employment with the City of Goodhue. You may attach a resume but it will not be considered as a substitute for completing this form.

Please be advised that in accordance with Minnesota Statue the following information is considered public data: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Applicants' names are considered private data except at such time that an applicant is considered as a finalist for public employment. Certain information requested on the employment application is classified as private data under the Data Practices Act (DPA) and may be released only to you, to those in the City of Goodhue whose jobs reasonable require access to the data, to those authorized by state or federal law to have access to the data and to those for whom you provide a written informed consent authorizing disclosure. The data is being collected to distinguish you from other applicants, to enable us to contact you if additional information is requested, and to determine if you meet the minimum qualifications for the position.

The City of Goodhue is committed to the policy that all persons shall have equal access to its programs, facilities and employment without regard to race, color, creed, religion, age, sex, marital status, status with regard to public assistance, national origin, disability, or handicap, sexual orientation or veteran status. The City of Goodhue is committed to abiding by Minn. Stat. 43A and Veterans' Preference Act Minn. Stat. 197.46. We value diversity. We are an EQUAL OPPORTUNITY EMPLOYER

Name: _____
 Last First Middle

Date: _____

Address: _____
 Street

 City State Zip

Home Phone: _____

Alternate Phone: _____

Email Address: _____

Position Applying For: _____

Check One: _____ Full Time _____ Part Time _____ Seasonal

Date Available: _____

Pay Expected: _____

STATEMENT OF INTEREST: Give a brief statement of why you are interested in and feel you are qualified for the position for which you are applying:

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EDUCATION

Types of School	Name and Address of School	Major Area of Study	List Degrees or Cert. Obtained
High School			
Technical School			
College			
Graduate School			
Military			

List any courses, seminars, workshops, training, and skills acquired that might relate to the position for which you are applying:

SPECIAL SKILLS

CLERICAL SKILLS	Typing words per minute: Business machine operation and experience. In addition to listing typewriter, 10-Key, etc. Experience, please include specific information regarding any computer operation experience including specific software programs, noting your degree of proficiency in each program, i.e. familiar vs proficient					
SKILLED TRADE SKILLS	If applying for a position which may require driving a City-Owned vehicle, please indicate if your driver's license is: Class A ___ Class B ___ Class C ___ Class D ___ and list your endorsements below.					
	If relevant, list other current registrations, licenses or certificates you have below. Include date first issued and expiration of current insurance. <table border="1"> <thead> <tr> <th><u>Registrations, Licenses, Certificates</u></th> <th><u>Date of Issue</u></th> <th><u>Date of Expiration</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Registrations, Licenses, Certificates</u>	<u>Date of Issue</u>	<u>Date of Expiration</u>	_____	_____
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_____	_____	_____				

(If you need additional space, please continue on a separate sheet of paper.)

Do you have a valid driver's license? ___ Yes ___ No

If so, please indicate the number and state of issuance: _____

List all traffic violations within the past five (5) years which resulted in a conviction or guilty plea:

List all at-fault accidents in the past (5) years.

Have you ever been convicted of a crime other than minor traffic offenses? ___ Yes ___ No

If yes, explain: _____

(A conviction will not automatically disqualify you from employment)

Are you legally eligible for employment in the United States? ___ Yes ___ No

(Proof of citizenship or immigration status will be required upon employment)

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ADDITIONAL INFORMATION

Are you under 18 years of age? Yes No

If you are under 18 years of age, you must attach to this application one of the following: an age certificate, which is issued by school officials; a copy of your driver's license; or a copy of your birth certificate. If one of these is not attached, your application will not be considered.

Have you worked for the City of Goodhue before? Yes No

If yes, when and in what position: _____

REFERENCES

Provide the following data for those persons whom we may contact for additional references.

NAME/ TYPES OF REFERENCE (personal or professional)	ADDRESS	TELEPHONE # AND/OR EMAIL ADDRESS

How did you learn about this employment opportunity? _____

READ CAREFULLY AND SIGN

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification for dismissal. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at an employment decision.

I acknowledge that none of the statements made in this application are intended to be, nor should be construed as, a contract between the City and myself.

I hereby authorize persons, schools, my current employer, previous employers and organizations named in this application to provide any and all information regarding my employment, also any other information, whether personal or otherwise, that may or may not be on record. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information.

Signature of Applicant: _____

Date: _____