

# CITY OF COKATO

## Employment Application



| APPLICANT INFORMATION                   |  |   |  |
|---|--|---|--|
| Last Name                               | First  | M.I.                                      | Date   |
| Street Address                          |  | Apartment/Unit #                          |  |
| City                                    | State  | ZIP                                       |  |
| Phone                                   | E-mail Address   |   |  |
| Date Available                          | Position   | Desired Salary                            |  |
| Are you 18 years of age or older?       | YES <input type="checkbox"/> NO <input type="checkbox"/> | If not, are you at least 16 years of age? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| Are you authorized to work in the U.S.? | YES <input type="checkbox"/> NO <input type="checkbox"/> |   |  |
| Have you ever worked for this City?     | YES <input type="checkbox"/> NO <input type="checkbox"/> | If so, when?                              |  |
|   |  |   |  |

| EDUCATION  |         |                |  |
|--|---------|----------------|--|
| High School  | Address |                |  |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree  | Date of Degree |  |
| College  | Address |                |  |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree  | Date of Degree |  |
| Other  | Address |                |  |
| Did you graduate? YES <input type="checkbox"/> NO <input type="checkbox"/> | Degree  | Date of Degree |  |
| Awards, Certificates or Special Training:                                  |         |                |  |
|  |         |                |  |
|  |         |                |  |

| REFERENCES  |           |              |
|---|-----------|--------------|
| <i>Please list three professional references.</i> |           |              |
| Full Name   | Business  | Relationship |
| Address   | Phone ( ) |              |
| Full Name   | Business  | Relationship |
| Address   | Phone     |              |
| Full Name   | Business  | Relationship |
| Address   | Phone ( ) |              |

| PREVIOUS EMPLOYMENT   |                    |                  |  |
|---|--------------------|------------------|--|
| Company   |                    | Phone ( )        |  |
| Address   |                    | Supervisor       |  |
| Job Title   | Starting Salary \$ | Ending Salary \$ |  |
| Responsibilities  |                    | Years Employed   |  |
| Reason for Leaving  |                    |                  |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                  |  |
| Company   |                    | Phone ( )        |  |
| Address   |                    | Supervisor       |  |
| Job Title   | Starting Salary \$ | Ending Salary \$ |  |
| Responsibilities  |                    | Years Employed   |  |
| Reason for Leaving  |                    |                  |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                  |  |
| Company   |                    | Phone ( )        |  |
| Address   |                    | Supervisor       |  |
| Job Title   | Starting Salary \$ | Ending Salary \$ |  |
| Responsibilities  |                    | Years Employed   |  |
| Reason for Leaving  |                    |                  |  |
| May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/> |                    |                  |  |

| DISCLAIMER AND SIGNATURE  |      |
|---|------|
| <p><b>Data Privacy Notice</b></p> <p>The City of Cokato is asking you to provide information which includes private information under the Minnesota Government Data Practices Act (MGDPA). This data will be used in connection with your employment application, and if hired, will become part of your personnel record.</p> <p>You are not legally required to provide the information requested. However, the City of Cokato may not be able to process your employment application if you do not provide sufficient information.</p> <p>With some exceptions, unless you consent to further release of private information, access to this information will be limited to individuals whose jobs reasonably require access to this information, or to state or federal agencies that are legally entitled to the information, and only upon their specific request for the information.</p> <p><b>I certify that my answers are true and complete to the best of my knowledge.</b></p> <p><b>I authorize investigation of all statements on the application. I understand that misrepresentation or omission of facts called for is cause for dismissal at any time.</b></p> |      |
| Signature   | Date |