

Applicant Name: _____

TO BE COMPLETED BY APPLICANTS FOR LABOR AND SKILLED TRADE POSITIONS ONLY:

Apprenticeship(s) served or trades learned: _____

Capable of operating the following equipment: _____

EMPLOYMENT HISTORY: (Experience and training ratings are determined by this information; please be complete) List your current or most recent experience first.

Current Employer's Name	Street	City	State	Zip
Immediate Supervisor	Phone No. (____)	Employment Dates From _____ To _____	Hours per week	
Positions Held	Principle Responsibilities			
Why seeking new employment			Last Salary	

Previous Employer's Name	Street	City	State	Zip
Immediate Supervisor	Phone No. (____)	Employment Dates From _____ To _____	Hours per week	
Positions Held	Principle Responsibilities			
Reason for Leaving			Last Salary	

Previous Employer's Name	Street	City	State	Zip
Immediate Supervisor	Phone No. (____)	Employment Dates From _____ To _____	Hours per week	
Positions Held	Principle Responsibilities			
Reason for Leaving			Last Salary	

May we contact your present employer? Yes No If no, please explain:

List any volunteer work which would be relevant to the position you are seeking: _____

List any special training or skills you have which are relevant to the position you are seeking: _____

What positions of leadership or responsibility have you held in school, work, or elsewhere which have relevance to the position you are seeking? _____

REFERENCES

Please list two people whom you have know more than two years, that are not related to you and that have not been former employers:

Name _____

Phone (_____) _____

How do you know this person? _____

Name _____

Phone (_____) _____

How do you know this person? _____

CONVICTION INFORMATION

The existence of a criminal record will not automatically disqualify you from consideration for employment. This determination will be made under two requirements of Chapter 364 of Minnesota Statutes. A copy of the requirements will be provided to you upon request.

Have you ever been convicted of misdemeanor, gross misdemeanor, or felony? You may answer "No" if the conviction or criminal records have been annulled or expunged. _____Yes _____No

If yes, date and place: _____

Nature of Offense: _____

Disposition: _____

I hereby certify that all answers to the previous questions are true and I agree and understand any false statements contained in this application may cause rejection of this application or termination of employment. I authorize that a transcript may be requested where necessary to verify any educational record. In accordance with Minnesota Data Practices Act (M.S. 1304) I have been informed of and understand my rights as a subject of data.

Applicant's Signature _____ Date _____

**CITY OF STILLWATER
APPLICATION FLOW SURVEY**

POSITION APPLIED FOR: _____ Date: _____

How did you hear of this position opening? (Please check all that apply)

_____ St. Paul Pioneer Press

_____ Minneapolis Star Tribune

_____ Stillwater Gazette

_____ Stillwater Courier

_____ League of MN Cities Bulletin

_____ League of MN Cities Employment Web Site

_____ City of Stillwater Web Site

_____ Other Web Site

Name of Web Site _____

_____ Friend

_____ Other

Please Describe _____

CITY OF STILLWATER

AFFIRMATIVE ACTION SURVEY

POSITION APPLIED FOR: _____ Date: _____

NOTE TO APPLICANT:

This document will be separated from your application before employment consideration by the City of Stillwater. **Furnishing the information below is voluntary.** The information will in no way affect you as an individual applicant. The information will not be kept in personnel files and will not be made available to any persons involved in decisions affecting any individuals employment or promotion to a position. The information will be used only for test validation research and reporting on Equal Employment Opportunity and Affirmation Action.

1. What sex are you? _____ Female _____ Male
2. What is your age group? _____ 16-25 _____ 26-39 _____ Over
3. What race/ethnic group do you consider yourself?

_____ WHITE, NOT OF HISPANIC ORGIN: persons having origin in any of the original peoples of Europe, North Africa or the Middle East.

_____ HISPANIC: persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

_____ BLACK: persons having origins in any of the Black racial groups of Africa.

_____ AMERICAN INDIAN OR ALASKAN NATIVE: persons having origins in any of the original peoples of North American and who maintain cultural identification through tribal or community affiliation.

_____ ASIAN OR PACIFIC ISLANDER: persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands (including China, Japan, Korea and Philippine Islands or Samoa.)

NOTE TO APPLICATION PROCESSOR:

Immediately detach this form and file separately.