

# EMPLOYMENT APPLICATION



We welcome you as an applicant for employment for the City of Oakdale. It is the City of Oakdale’s policy to provide equal opportunity in employment. The City of Oakdale will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial 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 that provides additional detail about your qualifications for employment in the position you seek. Please refer to the “Applicant Data Practices Advisory” for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

The City of Oakdale 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 HR@ci.oakdale.mn.us or 651-739-5086.

## APPLICATION GUIDELINES

To ensure that your application will be accurately processed:

1. Complete a separate application form for each position for which you are applying.
2. Make sure applications are completed in entirety. Incomplete applications may lose credit or be removed from further consideration. Attach resume or additional information for consideration.
3. Applications received after deadline on the closing date will not be accepted, unless otherwise stated in the position announcement.

## PERSONAL INFORMATION

Date		Name (first, middle, last)		
Mailing Address				
Phone Number		Email		
Position applying for				
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Will your continued employment require employer sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you been employed here before?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide title and dates		
How did you hear about the position opening?	<input type="checkbox"/> City web page <input type="checkbox"/> Social media	<input type="checkbox"/> League of MN Cities website <input type="checkbox"/> Other:		

## EDUCATION

Name and Location	Did You Graduate?	Diploma/Degree and Area of Study
High School:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
College/Technical/Vocational:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

## SPECIAL SKILLS AND QUALIFICATIONS

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

## LICENSES OR CERTIFICATES RELEVANT TO EMPLOYMENT

Type	Number	Class	Expiration Date

## EMPLOYMENT EXPERIENCE

Please list your last three employers, starting with your present/most recent employer. *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:*

Employer #1			
Address		Phone	
Job Title			
Dates Employed	From:	To:	Supervisor Name:
Description of Duties			
Reason for leaving			
May we contact this supervisor/employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Employer #2			
Address		Phone	
Job Title			
Dates Employed	From:	To:	Supervisor Name:
Description of Duties			
Reason for leaving			
May we contact this supervisor/employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer #3			
Address		Phone	
Job Title			
Dates Employed	From:	To:	Supervisor Name:
Description of Duties			
Reason for leaving			
May we contact this supervisor/employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information that would reveal race, sex, religion, age, disability, or other protected status):

## MILITARY EXPERIENCE

Did you serve in the U.S. Armed Forces?     Yes     No

Do you wish to apply for Veterans' 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 Oakdale by the application deadline of the position for which you are applying.

## AUTHORIZATION

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

With my signature below, I am providing the City of Oakdale 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 have read the included Applicant Data Practices Advisory, and 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 Oakdale in writing of any changes to information reported in this application for employment.

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Signature of Applicant

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Date

# **APPLICANT DATA PRACTICES ADVISORY**

## **TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, the City of Oakdale is required to inform you of your rights as they relate to the private or confidential information collected from you. Private or confidential data is information that is available to you, but not to the public.

The private or confidential data supplied by you will be used to determine your eligibility for employment with the City of Oakdale. If you are hired, it will be placed in your personnel file and used for payroll and other record-keeping purposes. Additionally, for public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the Bureau of Criminal Apprehension's website.

The private data supplied by you is available only to you, to city employees and officials whose job duties require review of the data, and other individuals and agencies as provided by state and federal law who have a bonafide need for the data.

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

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

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Signature of Applicant

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Date

# VETERAN'S PREFERENCE POINTS APPLICATION

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 veteran's preference points, you 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 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 veteran's preference points without the information.

**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 VETERAN'S PREFERENCE 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.

Your preference points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than seven (7) calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

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

**AFFIDAVIT: 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 Oakdale by the required application deadline.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position for which applied