



City of Victoria
 1670 Stieger Lake Lane
 P. O. Box 36
 Victoria, MN 55386
 (952) 443-4210

Office Use Only	
Date Received:	_____
Eligible:	_____
Not Eligible:	_____
Date Inactive:	_____
Veteran's Pref.:	_____

APPLICATION FOR EMPLOYMENT

Applicant Instructions: COMPLETE THIS FORM IN ITS ENTIRETY, EVEN IF YOUR RÉSUMÉ IS ATTACHED. Failure to provide requested information may result in you not being considered. Résumés and other supplemental materials will be considered in addition to, but not in lieu of, this application. Please print in **INK** or type when completing the application. Use 'Not Applicable or N/A' if not answering a question. You may fax, mail, email or deliver your application in person.

This application form is intended for use in evaluating your qualification for employment. This is not an employment contract.

APPLICANT INFORMATION	
Name (<i>Last, First, MI</i>):	
Street Address:	
City, State, Zip:	
Phone Number:	Secondary Phone Number:
Email Address:	
Preferred Method of Contact: <input type="checkbox"/> Phone <input type="checkbox"/> Email	Can we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	
Will you now or in the future require sponsorship for employment visa status? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(i.e. H-1B, TN visa status)</i>	
Driver's License Number: <i>(if required for the position)</i>	Class: State:

WORK PREFERENCE
Title of position applying for:
Type of Employment Desired: <input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal <input type="checkbox"/> Paid-on Call Firefighter <input type="checkbox"/> Internship
Days and Hours Desired:

EDUCATION				
School Name and Location <i>(City and State)</i>	Years Completed	Course of Study	Did you Graduate?	Type of Degree
High School:			<input type="checkbox"/> Yes <input type="checkbox"/> No	

College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
College:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Graduate School:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Technical/Vocational:			<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No	

SKILLS AND TRAINING

List any foreign language(s) you know and check the boxes that describe your skill level.

Language	Speak Some	Speak Fluently	Read	Write

List any courses, seminars, workshops, or trainings you have had that may have provided you with the skills related to this position:

List any current licenses, registrations, or certificates you possess which may be related to this position:

List any relevant trade, civic or professional memberships related to this position: *(Include any responsibilities or achievements/awards, along with any offices you have held or received. Exclude the name of the organization, which may indicate age, race, creed, religion, color, gender, sexual orientation, national origin, marital status, familial status, political affiliation, membership or activity in a local human rights committee, or disability in their name or character.):*

List any relevant equipment you are trained, licensed or experienced in operating:

Are you comfortable operating a computer? Yes No

List relevant computer programs and your level of experience *(beginner, mid-level, expert):*

EMPLOYMENT EXPERIENCE

List your last seven years of employment starting with the present or most recent employer first. Attach additional sheets if needed. Please note "SEE RÉSUMÉ" 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		Can we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Organization:		Job Title:	
Address:		Dates Employed: _____ to _____	
Phone Number:		Supervisor: (Name and Title)	
Supervisor's Phone Number:		Supervisor's Email:	
Hours Per Week:	Final/Current Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Other	
Duties Performed:			
Reason for Leaving/Seeking Change in Positions:			
If no longer employed with the employer, was this voluntary? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			
Organization:		Job Title:	
Address:		Dates Employed: _____ to _____	
Phone Number:		Supervisor: (Name and Title)	
Supervisor's Phone Number:		Supervisor's Email:	
Hours Per Week:	Final/Current Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Other	
Duties Performed:			
Reason for Leaving/Seeking Change in Positions:			
If no longer employed with the employer, was this voluntary? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
Organization:		Job Title:	
Address:		Dates Employed: _____ to _____	
Phone Number:		Supervisor: (Name and Title)	
Supervisor Phone Number:		Supervisor's Email:	
Hours Per Week:	Final/Current Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part-time <input type="checkbox"/> Other	
Duties Performed:			
Reason for Leaving/Seeking Change in Positions:			
If no longer employed with the employer, was this voluntary? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, please explain:			
May we contact this employer for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			

UNSALARIED EXPERIENCE

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

REFERENCES

List three professional references who are not related to you. If not applicable, list three academic or personal references who are not related to you.

Name	Relationship	Email Address	Phone Number

ADDITIONAL INFORMATION

List any additional information you would like us to consider:

Why do you want to work for the City of Victoria?

EQUAL OPPORTUNITY EMPLOYER

It is the City of Victoria's policy to provide equal opportunity in employment. The City of Victoria will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, familial status, disability, sex, sexual orientation, sexual preference, status with regard to public assistance, local human rights commission activity or any other basis protected by law. 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 this position, as an employee.

The City of Victoria 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 the hiring manager at 952-443-4210.

ALCOHOL AND DRUG TESTING

The City of Victoria has adopted a drug and alcohol testing policy. The purpose of this policy is to provide for a safe public and employment atmosphere, as set forth by Minn. Stat. § 181.951. As a job applicant for any City position, you may be subject to testing under the policy and may be asked to provide a urine specimen after you have received a conditional offer of employment. You may legally refuse to undergo a drug or alcohol test. If you refuse, the City's conditional offer of employment may be withdrawn.

If you undergo an initial screening test with a positive test result, a confirmatory test verifying the results must be performed. You have the right to explain a confirmatory retest of the original sample within five working days after receiving notice. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the confirmatory test may be taken against you.

A job applicant, who receives a positive test result, fails or refuses a confirmatory test, or does not request in writing a confirmatory retest within five working days after notice may be refused employment and will be notified of the reason for such refusal. Except as otherwise noted, the job applicant has no additional right of appeal with the City of Victoria. The full Drug and Alcohol Testing Personnel Policy is available for review in the City Manager's office at City Hall during regular business hours.

AUTHORIZATION

I certify that all information 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 this position(s) for which I am applying. I further acknowledge my understanding that employment with the City of Victoria is "at-will", and that employment may be terminated by the City of Victoria at any time.

With my signature below, I am providing the City of Victoria authorization to verify all information provided within this application, 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 this employer for a reference?" contact with that employer would not be made without my specific authorization.

I further understand that a criminal history check 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 in accordance with Minn. Stat. § 364. I also understand it is my responsibility to notify the City of Victoria in writing of any changes to information reported in this application for employment.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Signature	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> Date
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AUTHORIZATION/RELEASE

With my signature below, I am providing the City of Victoria authorization to verify all information provided within this application, 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 this employer for a reference?" contact with that employer would not be made without my specific authorization.

<hr/>	<hr/>
Signature	Date

ADDENDUM TO THE APPLICATION FOR EMPLOYMENT

Veteran's Preference Application Instructions

The Minnesota Veterans' Preference Act (MVPA) requires political subdivisions of the state to award preference points to veterans for most open and competitive positions. *It does not apply to internal applicants, except for promotional exams.*

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans subject to the provisions of Minn. Stat. § 43A.11, 197.455, and 197.447. **Veteran is defined by Minn Stat. § 197.447.** Preference points are awarded to qualified veterans to supplement their application. Preference is a credit of points available to qualified veteran applicants to recognize the training and experience they received as a result of serving in the military. A veteran who receive a passing score (i.e. meet the minimum qualifications for a job) are awarded an extra ten (10) points. Eligible spouses of a disabled or deceased veteran must also meet the minimum qualification in order to receive preference points (Ten (10) or fifteen (15) points depending on disability). Fifteen (15) points are added if the veteran has a service-connected compensable disability as certified by the US Department of Veterans Affairs (USDVA).

For open and competitive exams, veterans can use preference points for each position in which they apply. To qualify for preference for a competitive or open exam or hiring process, you must

- Be a citizen of the United States or resident alien; **AND**
- Been separated under honorable conditions from any branch of the US Armed Forces; **AND** have either:
 - a. served on active duty for 181 consecutive days; **OR**
 - b. have been discharged by reason of service-connected disability; **OR**
 - c. 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**
 - d. certified serve verification of "veteran's status" granted under US PL 95-202.

Spouses of veterans may qualify for preference for a competitive and open exam or hiring process if they are:

- The surviving spouse of a deceased veteran; **OR**
- The spouse of disabled veteran, who because of disability is unable to qualify.

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 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 Victoria.

The information you provide on this form will be used to determine eligibility for preference points. You are not required to supply this information, but we cannot award veteran's preference without it.

You must submit a photocopies of your "Member Copy 4" of your DD214 or DD215 and other required documents to substantiate the service information requested on this form. The copy of the DD214 or DD215 must state the nature of discharge. See *Veteran's Preference Points Application for required documentation for each type of preference requested.*

If you supply the supporting documentation separately, your name and the position applied for must be included within 5 calendar days of the application deadline. Veteran's Preference Points Applications not accompanied by proper documentation will not be processed.

For assistance in obtaining a copy of your "Member Copy 4" of your DD214 or DD215, contact your County Veteran's Services Office. Minnesota Veteran's Services Office Directory:

<http://www.macvso.org/directory.aspx>

Thank you for your military service and your interest in employment with the City of Victoria.

VETERAN'S PREFERENCE POINTS APPLICATION

Do you wish to apply for veteran's preference points? **Yes** **No**

If you answered Yes, complete the application and submit your "Member Copy 4" of your DD214 or other documentation no later than 5 calendar days after the application deadline.

If you answered No, return this with your other materials.

Name *(Last, First, MI)*:

Position for Which You Applied:

Address:

Phone:

Veteran Status: Self Spouse

If spouse, veteran's name:

Are you a US Citizen or Resident Alien? Yes No

Were you honorably discharged? Yes No

Have you ever been promoted with in the City of Victoria? Yes No

Preference Points Requested:

Documentation Required to Receive Points

Submit Photo Copies of Documents - DO NOT Submit Originals

Veteran *(10 Points*)*

Member Copy 4 of DD214 or DD215

Disabled Veteran *(15 points* or 5 points**)*

Member Copy 4 of DD214 or DD215 and USDVA letter of disability rating decision of 10% or more.

Percent of Disability: _____%

Spouse of Deceased Veteran *(10 points* or 15 points)*

Member Copy 4 of DD214 or DD215, marriage certificate, spouse's death certificate, proof veteran died on or as a result of active duty, verification of their marriage at the time of the veteran's death and that the spouse has not remarried.

Date of Death: _____

Have you remarried? Yes No

Note: You are ineligible to receive points if you have remarried or were divorced from the veteran.

Spouse of Disabled Veteran *(15 points*)*
How does the Veteran's service-connected disability prevent performance of a stated job "requirement"?

Member Copy 4 of DD214 or DD215 and USDVA letter of disability rating decision of 10% or more.

* *(Used for open and competitive exam or hiring process)* ***(Used for internal promotional exam or hiring process)*

Affidavit: I hereby claim Veteran's Preference 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 veteran's preference verification document and submit documentation within 5 calendar days of the application deadline.

Signature

Date

APPLICANT 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 Victoria. 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 education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- 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;
- Your work location and work telephone number;
- Your previous work experience;
- Your employee identification number (*not your Social Security number*);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- 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;
- 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.
- The status of any written complaints or charges against you while you work for the City of Victoria, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;

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 organizations 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 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 Victoria’s Human Resources Department by phone at 952-443-4210. This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.

CONFIDENTIAL EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

The following 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 Victoria appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

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, learning);
2. Has a history of disability (such as cancer that is in remission);
3. Is regarded as having such an impairment.

Do you claim disability status? Yes No

RECRUITMENT INFORMATION

How did you hear about the position for which you are applying?

- City of Victoria Job Posting
- City employee
- College, technical or high school
- Newspaper (Which one?) _____
- City of Victoria Website
- League of Minnesota Cities
- Internet job board or site (Which one?) _____
- Minnesota Workforce Center
- Telephone Inquiry
- Stopped by the City Hall or the Recreation Center for other business
- Other (Please specify.) _____