



7800 Golden Valley Road • Golden Valley, MN 55427  
 763-593-8002 • 763-593-8109 (fax) • 763-593-3968 (tty) • www.goldenvalleymn.gov

## Application For Employment

### Welcome!

The City of Golden Valley appreciates your interest in a position with the City. The City of Golden Valley is committed to a policy of equal opportunity in employment without regard to race, color, creed, religion, national origin, marital status, disability, status with regard to public assistance, sexual orientation, gender, age, or disability, and any other category protected by law.

Data provided on your application will be reviewed by various personnel within the City of Golden Valley to assess your qualifications for employment.

Please read the *Data Practices Advisory* included with this application for important information concerning your application. **Information requested on the application that is defined by state law as public may be released upon request.** Please furnish complete information as outlined in this application. Failure to provide the data required may result in rejection of your application.

Persons with disabilities who wish to apply for employment with the City of Golden Valley and need reasonable accommodation in the application process may contact the Human Resources Office at the address/phone number listed above.

The City of Golden Valley has the right to verify all information provided in this application and to request information concerning my application, and I release all parties from any and all liabilities and claims for damages whatsoever that may result therefrom. However, I understand that if I answer "No" to the question "May we contact your present employer?" in the Employment Record section, contact with my current employer will not be made without my specific authorization.

### Personal Information

Name:	Last	First	Middle	
Present Address:	Street	City	State	Zip Code
Permanent Address (if different from above):				
Phone Numbers:	Home	Business	School (if applicable)	

### Work Preference

Type of work you are interested in or position for which you are applying:	
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary/Seasonal <input type="checkbox"/> Other (Please explain):	
Date Available:	Last day available to work (if applicable):
Have you ever worked for the City of Golden Valley? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, when?	What position?
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, what is your date of birth?	

### Human Resources Department Use Only

Date Received	Action	Notification

## Education and Training

Highest Grade Completed: <i>(Please Circle)</i>	High School <b>9 10 11 12</b>	College <b>13 14 15 16</b>	Graduate School <b>1 2 MA PhD JD</b>
--	----------------------------------	-------------------------------	---

Last High School: Name Address	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------------	---

### Schools

Type	Name/Location	Dates Attended		Credits Completed		Degree Received	Major/Minor	Average Grade
		From	To	Quarter	Semester			
College/ University								
College/ University								
Graduate								
Vocational								
Other								

Summarize course work and training related to the position for which you are applying:

---



---



---

What trade/professional licenses or certificates do you hold? *(Please provide a photo copy, if required.)*

---

### Activities (with a direct bearing on your qualifications for the position)

#### Membership in civic, professional, social, or other organizations

*Include offices held. Exclude organizations whose name or character indicate race, creed, religion, color, gender, sexual orientation, national origin, marital status, political affiliation, membership or activity in a local human rights committee, age, or disability.*

Current

---



---



---

Past

---

### Employment History (present employer)

Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No			May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer		Address			Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor	Name	Title	Telephone Number		
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start Current or End

Nature of Duties:

---

Reason for leaving or seeking change of position:

**Employment History continued (list most recent employer first)**

Employer		Address			Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name		Title		Telephone Number		
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

Employer		Address			Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name		Title		Telephone Number		
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

Employer		Address			Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name		Title		Telephone Number		
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

Employer		Address			Full Time? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Supervisor Name		Title		Telephone Number		
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

**Additional Work Experience**

*Must relate to the type of employment you are seeking. Include full-time, temporary, and part-time positions. Indicate dates, employer, and job title.*


## General Information

The primary reason for filing this application is to gain employment. However, please state briefly what prompted you to seek employment with the City.

What hours are you available for work?

Do you have a secondary job at this time?  Yes  No

Do you have the legal right to work in the U.S.?  Yes  No

Do you have relatives, other than a spouse, in our employ?  Yes  No

### **Complete this section if position requires a valid driver's license.**

Do you have a valid driver's license?  Yes  No License Number: \_\_\_\_\_ Class:  A  B  C  D

### **Please answer the following only if they relate to the qualifications of the position for which you are applying.**

What office machines do you operate?

Typing Speed: \_\_\_\_\_ wpm

What equipment do you operate that would relate to the duties of this position?

Other information pertinent to your employment

## 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 termination from employment. 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.

1. 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. If the position for which I am hired is not part of a union, I recognize that employment at the City of Golden Valley is "at-will" and not contractual, wherein the employer or employee may terminate the relationship at any time for any reason. I further acknowledge that the City may unilaterally revise salaries, wages, benefits, and conditions of my employment.
2. I have reviewed the *Data Practices Advisory* and understand its provisions regarding the use of information requested of me as an applicant or employee of the City of Golden Valley.
3. 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, as well as 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. I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than two years from the date below.

Signature

Printed Name

Date



7800 Golden Valley Road • Golden Valley, MN 55427  
763-593-8002 • 763-593-8109 (fax) • 763-593-3968 (tty) • www.goldenvalleymn.gov

## Data Practices Advisory

### Notice To Applicant: Please Read This Important Information

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01 - 13.90) has two sections that affect applicants seeking employment with the City of Golden Valley. First, under "Rights of Subjects of Data" (MN 13.04), when an applicant is asked to provide personal data, 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 consequence arising from your supplying or refusing to supply the data
- The identity of other persons or organizations authorized by State or Federal Law to receive the data you provide.

Second, under "Personnel Data" (MN Statute 13.43), the following data about an applicant for employment by a public agency is automatically public:

- veteran's status
- job history
- education and training
- relevant test scores
- rank on our eligibility list
- work availability

**Notice Regarding Public Data:** 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 public:

- Your name
- Your city and county of residence
- Your actual gross salary, contract fees, salary range, and actual gross pension
- 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 and job description
- Your first and last employment dates with us
- The status of any complaints or charges against you while you work for the City of Golden Valley, whether or not they resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation
- Your work location and work telephone number
- Your education and training background
- Honors and awards you have received
- Payroll time sheets 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 date would reveal employee's reasons for the use of sick or other medical leave or other non-public data
- Your previous work experience
- Your badge number

This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to 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 to assist in determining your suitability for the position for which you are applying. The optional data is used in summary form to monitor protected class employment and meet Federal, State, and local reporting requirements. Furnishing the optional data requested about yourself is voluntary.

**Notice To Minors:** Minors from whom private or confidential data is collected have the right to request that parental access to the private data be denied.

**Questions:** If you have questions regarding your rights as a subject of data, please contact the City of Golden Valley Human Resources Department at: City Hall, 7800 Golden Valley Road, Golden Valley, MN 55427. This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.



7800 Golden Valley Road • Golden Valley, MN 55427  
 763-593-8002 • 763-593-8109 (fax) • 763-593-3968 (tty) • www.goldenvalleymn.gov

## Veteran's Preference Questionnaire

**Must be completed by all applicants and submitted with your completed application form**

This questionnaire is to determine your status as a veteran under the Veteran's Preference Statute, Minnesota Statutes, 43A.11.

Veteran's Preference Statutes provide a five-point preference to those individuals who have attained a passing score on the entrance exam and who have received an Honorable Discharge or Separation after serving more than 180 consecutive days in the military service for purposes other than training (10 points if a disabled veteran). Veteran's Preference may not be claimed by any veteran who is receiving, or is eligible to receive, a monthly veteran's pension benefit based exclusively on length of military service.

- I am not a Veteran (please complete items 1-4 and sign and date the bottom of this form).
- I am a Veteran (please complete items 1-11 and sign and date the bottom of this form).
- I am the spouse of a deceased Veteran (please complete items 1-11 and sign and date the bottom of this form).
- I am the spouse of a disabled Veteran who is unable to use the preference due to the disability (please complete items 1-11 and sign and date the bottom of this form).

**Personal Information**

(1) Name:	Last	First	Middle
-----------	------	-------	--------

(3) Address:	Street	City	State	Zip Code
--------------	--------	------	-------	----------

(4) Position for which you are applying:

(5) If you achieve the minimum passing rating, do you wish to apply your veteran's preference bonus points?  Yes  No

(6) Are you receiving or eligible to receive a monthly veteran's pension?  Yes  No

(7) If a spouse of a deceased or disabled veteran, list veteran's name:

(8) Period of active duty:	From	To	(Do not include short training periods of active duty with a reserve unit. You must have served with a unit that was on active duty, not one on reserve status.)
----------------------------	------	----	--

(9) Branch of service:	Service number:
------------------------	-----------------

(10) Rank at discharge:	Type of separation or discharge (honorable, general, etc):
-------------------------	--

(11) Service connected disability: Type	Percent
---	---------

**It is necessary for you to provide the City with a copy of your form DD-214. 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 DD-214 and FL-802 forms, and the veteran's death certificate (if appropriate).**

**Your veteran's preference points cannot be considered without supporting documentation. If the documentation is not attached, it must be received in the Human Resources Office no later than seven calendar days after the deadline date for the position.**

My supporting documentation:  is attached  will be submitted within seven calendar days

I swear that the above statements are true and accurate to the best of my knowledge and belief.

Signature	Date
-----------	------



7800 Golden Valley Road • Golden Valley, MN 55427  
 763-593-8002 • 763-593-8109 (fax) • 763-593-3968 (tty) • www.goldenvalleymn.gov

## Applicant Flow Information

### Confidential

The following is voluntary and confidential. It will not adversely affect your employment candidacy with the City or your status as an employee after appointment. The remaining voluntary information you provide will be used to determine how effective our recruitment efforts are in reaching all segments of the population and to validate our selection and placement methods. We would appreciate your cooperation in our efforts to ensure Equal Employment Opportunity.

Name:	Last	First	Age
Address:	Street	City	State      Zip Code
Phone Number:	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	Position for which you are applying:	Date of Application

With which racial/ethnic group do you identify? *(Please check only ONE.)*

- American Indian or Alaskan Eskimo  
  Asian or Pacific Islander  
  African-American  
  Hispanic  
  Caucasian

Do you have a physical disability? *(Please explain.)*

- Yes    No

### Recruitment Information

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

- City of Golden Valley Human Resources Office job posting  
 From City of Golden Valley employee  
 College, technical, or high school  
 Newspaper (Which one?) \_\_\_\_\_  
 City of Golden Valley web site \_\_\_\_\_  
 Other Internet site (Which one?) \_\_\_\_\_  
 Minnesota State Employment Agency \_\_\_\_\_  
 Other (Specify) \_\_\_\_\_