



# City of Lake Elmo

## Application for Employment

Position Applied For:		Date:	
How Did You Learn About Us?			
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In	<input type="checkbox"/> Internet
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____	
Last Name	First Name	Middle Name	
Address			
Telephone		Fax	

If you are under 18, and it is required, can you furnish a work permit?  Yes  No

If no, please explain \_\_\_\_\_

Have you ever filed an application with us before?  Yes  No

Have you ever been employed with us before?  Yes  No

If yes, give dates and positions. \_\_\_\_\_

Date available for work: \_\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired  Full-time  Part-time  Temporary  Seasonal  Educational Co-op

Driver's License number if driving is an essential job function \_\_\_\_\_ State \_\_\_\_ Class \_\_\_\_\_

### Special Skills and Qualifications:

Please summarize special job-related skills and qualifications acquired from employment or other experience. Please include any licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

---



---



---



---



---



---



---



---

***In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.***



**Educational Background:**

Name and Location	Number of years completed	Course of Study	Degree?
High School or GED			<input type="checkbox"/> Yes <input type="checkbox"/> No
College			<input type="checkbox"/> Yes <input type="checkbox"/> No
Other			<input type="checkbox"/> Yes <input type="checkbox"/> No

**References:**

Give name, address and telephone number and number of years known of three references that are not related to you and are not previous employers.

Name/Address	Telephone	Number of years known

**Other Activities:**

List professional, trade, business or civic activities and offices held. You may exclude memberships that would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status:

---

---

---

---

---

---

---

---

---

---

---

**Applicant Statement:**

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to: (i) Cancel further consideration of this application, or (ii) Immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other person, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application for employment shall be considered active for a period of time not to exceed 45 days. At the conclusion of that time, if I have not heard from the employer and wish to be considered for employment beyond this time period I should inquire as to whether or not applications are being accepted at that time.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that affect is executed by the employer and employee in writing.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Application Statement.

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

Date: \_\_\_\_\_

**For Personnel Department Use Only**

**Arrange for Interview:**

**Remarks:**

**Employed:**

**Date:**

**Job Title:**

**Hourly Rate:**

**NOTES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_