



Minnesota Counties Information Systems

413 SE 7th Avenue, Grand Rapids, MN 55744
 Phone 218-326-0381 Fax 218-326-3544

**Application
for Employment**

Application for Employment

Title of Specific Position for Which You Are Applying		Date of Application	Date Available for Work
Last Name	First Name	Middle Initial	County of Residence
Mailing Address	City	State	Zip
Residence Phone Number	Business Phone Number	Fax Number	E-mail Address
Best Time to Contact You? At Residence: At Business:	Are you 18 years of age or over? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, state Date of Birth: _____	Education: Did you graduate from high school or receive a GED?? <input type="checkbox"/> Yes <input type="checkbox"/> No School Attended _____ How many years of education have you had? (Circle one) 7 8 9 10 11 12 13 14 15 16 17 18 19 20 20+	

VETERAN STATUS Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veterans' Preference points? Yes No
 Do you wish to claim Veterans' Preference points? Yes No
 If you are a disabled veteran and wish to claim additional points, please check here. Yes No
 Proof of applicable military status/eligibility, such as a DD214 form, will be required in order to claim credits. Please attach DD214 form or forward it within five (5) business days.

PRIOR EMPLOYMENT Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes No
 If yes, identify the employer and describe the circumstances: _____

Important Facts About Information On Your Application
 This application is to assist in the hiring process. Certain information requested on the application is not public. It will be released only to you or to persons within the organization who need to know it in order to perform their job duties. If you are hired, the data will be available to the Internal Revenue Service and the Social Security Administration for payroll and tax purposes.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if you don't provide it?
Date of Birth (If under 18)	To comply with child labor laws.	Only if you are under age 18.	Failure to provide information may be cause for rejecting an applicant.
Mailing Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an applicant.
Residence Phone Number Business Phone Number Fax Number E-Mail Address	To be able to contact you to determine availability for an interview.	No	We might not be able to contact you for an interview.
Veteran Information	To determine if you are eligible for and if you desire Veterans' Preference.	No	We will not be able to apply Veterans' Preference points in our rating process.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law.



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List all employment history (most recent first).
If you need more than three entries, copy this page.

Position Title: _____
Employing Firm: _____
Address: _____
Phone Number: _____
Supervisor Name: _____
Supervisor Title: _____

Principal Responsibilities: _____

Length of employment:
From _____ To _____
Month / Year Month / Year

Reason for leaving: _____

May we contact your present employer?
 Yes No

If no, explain: _____

Position Title: _____
Employing Firm: _____
Address: _____
Phone Number: _____
Supervisor Name: _____
Supervisor Title: _____

Principal Responsibilities: _____

Length of employment:
From _____ To _____
Month / Year Month / Year

Reason for leaving: _____

Position Title: _____
Employing Firm: _____
Address: _____
Phone Number: _____
Supervisor Name: _____
Supervisor Title: _____

Principal Responsibilities: _____

Length of employment:
From _____ To _____
Month / Year Month / Year

Reason for leaving: _____



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Name and Location of College, University, Technical Schools	Did You Graduate?	Certificate or Degree	Course of Study
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Job Relevant Volunteer and Unpaid Work Experience			
Kind of Volunteer Activity (Do not specify organization)	Major Responsibilities	Number of Hours /Week	Length of Service
Describe any additional experience or training, including governmental experience that qualifies you for this job: <hr/> <hr/> <hr/>			
Give us the names of three people, other than relatives, who can be contacted regarding your qualifications, work habits, and character.			
Name	Current Address	Position / Relation to Your Work	Phone/E-mail
			Home: Work: E-mail:
			Home: Work: E-mail:
			Home: Work: E-mail:



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In accordance with the Immigration Reform and Control Act of 1986, this employer hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

Minnesota Statutes Section 518.611, Subd. 8, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. Failure to provide said documentation will result in dismissal.

Have you served a sentence in jail or prison or been convicted of a felony for which a jail sentence could have been imposed? You may answer "No" if the conviction or criminal records have been annulled, sealed, set aside, or purged, or if you have been pardoned pursuant to the law. Yes No

If "Yes", please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from consideration for employment, but may be used to direct your interests to areas less related to that of your conviction.

CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by MCIS.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the MCIS Board or the appointing authority referenced in the job description and that until such approval that MCIS shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such a former employer or volunteer organizations, to release to MCIS and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that MCIS will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I hereby release MCIS and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of MCIS, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date _____ Signature _____
(Do Not Print)