



REGION NINE DEVELOPMENT COMMISSION APPLICATION FOR EMPLOYMENT

Before completing the application form, please read the following notice to applicants.

Region Nine Development Commission does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, religion, age, marital status, political affiliation or any other classification protected under applicable laws.

HOW THE MINNESOTA DATA PRACTICES ACT AFFECTS YOU

In accordance with the MN Government Data Practices Act (M.S. 13.01-13.87) Region Nine Development Commission is required to inform you of your rights as they pertain to the information you provide when filling out the Application for Employment.

Under the Act, the following information is automatically available to the public:

1. Whether you are a veteran
2. Relevant test scores
3. Your rank on any eligible list
4. Your job history
5. Your education and training
6. Your work availability

Your name is considered private until you become a finalist for employment by Region Nine Development Commission. You become a finalist when and if you are selected to be interviewed prior to being employed. If you are hired, you will be notified of the additional information about you that will become public.

Any information not listed above which accompanies your application is made by this statute private information, and will not be shared with anyone but you, and those members of our staff who must use it to process your application and to conduct normal Region Nine Development Commission business. Also, the following agencies may be authorized by state or federal law to receive information from your file in order to investigate specific complaints of employment discrimination: the Federal Equal Employment Opportunity Commission and the state departments of Human Rights or Civil Rights. Otherwise, not private records of yours will not be shared with any outside person or agency without your informed consent or a valid court order.

PURPOSES AND USES

The information requested is used for the following reasons:

- To distinguish you from all other applicants
- To enable us to contact you when additional information is required, to send you notices and/or to schedule interviews
- To enable us to ensure your rights to equal opportunities
- To meet federal and state reporting requirements
- To make processing more efficient

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in Region Nine Development Commission and the policies, rules and regulations promulgated pursuant thereto.

EFFECTS OF NON-DISCLOSURE

You are not legally required to supply any of the data we ask for on your application, but if you choose to withhold it, your application will not be complete, and you may not be considered for employment. If you do provide the data, your application will be considered, and if you are employed, the information you have given us will become part of your employee record.

I have read the information above on Minnesota Data Practices and the Region Nine Development Commission nondiscrimination policy.

Applicant's Signature

Date

**REGION NINE DEVELOPMENT COMMISSION
AN EQUAL OPPORTUNITY
AFFIRMATIVE ACTION EMPLOYER**

FILL OUT ALL PAGES FULLY AND ACCURATELY.

Title of the Position for which you are applying? _____

Name (Last, First, Middle Initial): _____

Are you 18 years of age or older? YES NO

Present Mailing Address:

Street:		Home Phone:	
City:		Work Phone:	
State/Zip:		Cell Phone:	

Are you legally able to work in the United States? YES NO

If yes, is your right to work based solely on your possession of a student visa or visa sponsored by a third party employers (an organization other than Region Nine Development Commission)? YES NO

What type of employment are you seeking? (check only those types you will accept)

- Permanent (Full Time)
 Temporary (Up to 6 months)
 Summer Only
 Part Time
 Seasonal-Intermittent

When will you be available for employment? (check one of the following)

- Now
 Beginning: _____
 Upon 2 week(s) notice to present employer

Contact in Case of Emergency:

Name:		Relationship:	
Home Phone:		Alternate Phone:	

MILITARY

(Complete this section if you served in the U.S. Armed Forces)

Branch of Service: _____

Honorable Discharge: YES NO

Describe any special training applicable to the position you are applying for: _____

PERSONAL REFERENCES

(Not former Employers or Relatives)

Name and Occupation	Address	Phone Number

EMPLOYMENT

Please give accurate, complete full-time and part-time employment record.

Start with present or most recent employer.

DO NOT WRITE "SEE RESUME"

Company Name:	Telephone Number:
Address:	Dates of Employment:
Name of Supervisor:	Reason for Leaving:
Job title and describe your work:	

Company Name:	Telephone Number:
Address:	Dates of Employment:
Name of Supervisor:	Reason for Leaving:
Job title and describe your work:	

Company Name:	Telephone Number:
Address:	Dates of Employment:
Name of Supervisor:	Reason for Leaving:
Job title and describe your work:	

We may contact the employers listed above unless you indicate those you do not want us to contact. Do not contact: _____

EDUCATION

	Name and Location of School	Course of Study	No. of Years completed	Did you graduate?	Degree or diploma
College					
High School					
Other					

What special skills do you have, i.e. typing, supervisory, web development, etc...? _____

What computer software are you proficient with? _____

Do you speak any language other than English? YES NO

Please specify: _____

Do you have a valid Driver's License? YES NO

State of issuance? _____

We declare that the existence of a criminal conviction record will not automatically disqualify you from employment with us, although certain types of criminal conviction may prohibit you from working in certain positions.

Have you ever been convicted of or plead guilty to a felony? YES NO

Describe conviction: _____

RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE

Kind of Volunteer Activity	Your Title/Duties	Hour per Month	Years (From – To)

I certify that all statements made in this application are true. I am aware that should investigation disclose any misrepresentation or falsification, my application will be rejected and I may be removed from the job after appointment.

I authorize my former employers, educational institutions and references to further any information concerning my application for employment. I further authorize Region Nine Development Commission and its representatives to contact my former employers, educational institutions, and references for the purpose of obtaining such information. In consideration of Region Nine Development Commission's review of this application, I release Region Nine Development Commission and all providers of information from any availability as a result of furnishing and receiving such information (this does not waive my rights to file a charge, testify, assist or participate in an investigation, hearing or proceeding under Title VII, the Age Discrimination in Employment Act, the Equal Pay Act, or the American with Disabilities Act.)

I agree, as a condition of hire, to provide documents establishing proof of identity and employment eligibility in compliance with the Immigration Reform and Control Act of 1986.

In consideration of my employment, I agree that my employment and compensation can be terminated at any time, at the option of either the employer or myself, with or without cause or notice. Any oral statements that contradict this employment "at will" relationship are disavowed by Region Nine Development Commission and should not be relied upon.

Signature

Date