



CITY OF STURGEON LAKE

3084 Farm to Market Road / P.O. Box 98, Sturgeon Lake, MN 55783

(218) 372-3391 FAX (218) 372-8232

APPLICATION FOR EMPLOYMENT

(Please Type or Print in Ink)

We welcome you as an applicant for employment! The City of Sturgeon Lake is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital status, public assistance status, veteran status, disability, or sexual orientation. Individuals are evaluated and selected solely on the basis of merit.

Complete all application areas. DO NOT MARK YOUR APPLICATION "SEE RESUME". You are encouraged to submit additional materials in support of your application. An incomplete application may reduce your opportunity for employment with the City of Sturgeon Lake. Applications must be received by the application deadline. Late applications will not be considered.

TITLE OF SPECIFIC POSITION FOR WHICH YOU ARE APPLYING

Title Dept.

PERSONAL INFORMATION

Name:

Last

First

Middle

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: Home: _____ Cell: _____ Other: _____

Email: _____

Are you eighteen (18) years of age or older? Yes No If no, your date of birth: _____

Are you or have you ever been employed by the City of Sturgeon Lake: Yes No

If yes, position: _____ Dates of employment: _____

EMPLOYMENT DESIRED

Type of employment desired: Full-time Part-Time Seasonal/temporary

Salary desired: _____ Date available: _____

Are you employed now? Yes No If yes, may we contact our present employer? Yes No

If no, explain: _____

EDUCATIONAL INFORMATION

Circle the highest grade completed:

Elementary High School College Post Graduate
1 2 3 4 5 6 7 8 9 10 11 12 GED 13 14 15 16 MA MS JD Ph.D

Did you graduate from high school? Yes No Name of high school: _____

Post-Secondary Education

| Name and location of college, University and/or technical schools | # of years attended | Major/Minor field of study | Degree received |
|--|------------------------|-------------------------------|--------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

EMPLOYMENT HISTORY

Please give accurate and complete employment information. List your present or most recent experience first. Attach additional sheets if necessary, using the same format.

DO NOT MARK YOUR APPLICATION "SEE RESUME" OR YOUR APPLICATION MAY NOT BE CONSIDERED!

Present Employer

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Employment: From: _____ To: _____ Total months: _____ Hours per week: _____

Your title: _____

Supervisors: _____ Supervisor's title: _____

Reason for leaving: _____

Principal responsibilities: _____ % of time:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Number and types of positions you supervised: _____

First Previous Employer

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Employment: From: _____ To: _____ Total months: _____ Hours per week: _____

Your title: _____

Supervisors: _____ Supervisor's title: _____

Reason for leaving: _____

Principal responsibilities: _____ % of time: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Number and types of positions you supervised: _____

Second Previous Employer

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Dates of Employment: From: _____ To: _____ Total months: _____ Hours per week: _____

Your title: _____

Supervisors: _____ Supervisor's title: _____

Reason for leaving: _____

Principal responsibilities: _____ % of time: _____

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

Number and types of positions you supervised: _____

JOB RELEVANT VOLUNTEER OR UNPAID WORK EXPERIENCE

| Kind of activity (Do not specify organization) | Work Performed | Hours/Month | From | To |
|---|----------------|-------------|-------|-------|
| 1. _____ | _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ | _____ |

Describe any additional experience or training that qualifies you for this position.

LIMITATIONS

Do you have any physical or health limitations, which may affect your work performance? Yes No

If yes, please explain: _____

LICENSES AND CERTIFICATIONS

Current licenses/certifications held (indicate license number and expiration date):

Do you have a valid Minnesota driver’s license? Yes No Class: _____

Do you have a commercial driver’s license (CDL)? Yes No

TO BE COMPLETED BY APPLICATIONS FOR LABOR, MAINTENANCE OR SKILLED TRADES ONLY

Apprenticeship(s): served or trades learned: _____

List specific equipment with you have experience: _____

COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U.S. ARMED FORCES

Branch of Service: _____ Length of Active Duty: _____

Rank at Discharge: _____ Type of Discharge: _____

Describe duties and any special training: _____

If you wish to claim Veteran’s Preference, please complete and return the Veteran’s Preference Application.

REFERENCES

List three (3) people who you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

| Name | Address | Home Phone | Work Phone | Occupation |
|------|---------|------------|------------|------------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |

CONVICTIONS OR CRIMINAL RECORD

Have you served a sentence in jail or prison or been convicted of a crime for which a jail or prison sentence could have been imposed? You may answer “no” if the conviction or criminal record has been annulled, expunged, sealed, set aside, or purged, or if you have been pardoned pursuant to 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 employment but may be used to direct your interests to areas less related to your area of conviction.

IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION

Minnesota law affects you as an applicant for employment with the City of Sturgeon Lake. The following data is public information and accessible to anyone: veteran’s status, relevant test scores, rank on eligibility list, education and training, job history and work availability. All other personally identifiable information is considered private, including, but not limited to your name, home address, and telephone number. As an applicant, your name is considered private unless you are selected to be interviewed.

The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply requested information will mean that your application for employment may not be considered.

If you are selected for employment with the City of Sturgeon Lake, the following information will be public: name, actual gross salary, salary range; contract fees; actual pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement in addition to salary; position title; position description; education and training background; previous work experience; date of first and last employment; the status of any complains or charges against the employee whether or not the complaint or charge resulted in a disciplinary action, the final deposition of any disciplinary action and supporting documentation; work location; work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for an employee’s work time for payroll purposes, except to the extent that release of time sheet data would reveal the employees reason for use of ick or other medical leave or other non-public data; city and county residence. Anything not previously listed which is placed in your application folder or your personnel file (such as medical records, letters of recommendation, resumes, etc.) is made private information by law.

I understand that any falsified information or significant omission on either the application or during my interview may disqualify me from further consideration for employment and be justification for dismissal. I authorize investigation of all statements contained in this application or made during the interview for employment as may be necessary in arriving at an employment decision. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information. I further understand and agree that, if hired, my employments is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice.

Applicant’s Signature

Date



CITY OF STURGEON LAKE

3084 Farm to Market Road / P.O. Box 98, Sturgeon Lake, MN 55783

(218) 372-3391 FAX (218) 372-8232

SUPPLEMENTAL APPLICATION FORM

(Please Type or Print in Ink)

Job Title: Water/Wastewater Operator & Maintenance Position

1. Employees working in this job classification are required to with a 15-minute drive of the water pumping station and treatment building. The water treatment is located at 9145 Timberline Road, Sturgeon Lake, Minnesota, 55783. Newly hired employees will be expected to comply with this response time residency requirements condition of employment with six (6) months of their date of hire.

Do you currently reside within a 15-minute drive of the water treatment building? Yes No

If no, are you willing to comply with this requirement within six (6) months of hire? Yes No

2. Do you have a high school diploma or equivalent? Yes No
3. Do you have a valid MN driver's license? Class D Yes No
4. Do you possess a current Class D (or advanced) water supply system operator license from the Minnesota Department of Health? Yes No

Effective date: _____ Expiration date: _____ Certificate No: _____

5. Do you possess a current Class D (or advanced) wastewater treatment facility operator license from the Minnesota Pollution Control Agency? Yes No

Effective date: _____ Expiration date: _____ Certificate No: _____

6. Experience is preferred, but not required.

A. How many years' experience, if any, do you have in the operation of a water distribution and/or waste treatment facility? Check One:

9 or more years related experience.

5 or more years related experience.

2 or more years related experience.

1 or more years related experience.

Less than 1 year.

B. How many years' experience, if any, do you have in the operation of a water distribution and/or waste treatment facility? Check One:

9 or more years related experience.

5 or more years related experience.

2 or more years related experience.

1 or more years related experience.

Less than 1 year.