

**MINNESOTA DEPARTMENT OF
EMPLOYEE RELATIONS**

658 Cedar Street
2nd Floor
St. Paul, MN 55155



**State of Minnesota
Employment Application
Must Attach Resume
To Be Considered**

Job Information Line (651) 296-2616
Outside the Metro Area (800) 657-3974
TTY (651) 282-2699 TTY
E-mail: job.info@state.mn.us
Web Site: www.doer.state.mn.us

YOUR RIGHTS AS A SUBJECT OF DATA

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested on this application:

- **Name, Home Address and Telephone Number** are used to contact you about potential job opportunities. If this data is not provided, we may not be able to contact you. If you are referred for a vacancy, your name becomes public data.
- **Social Security Number** is used to ensure accurate identification of your application, as distinguished from other applicants. If this data is not provided, other data provided by you will be used for identification purposes. Minnesota Personnel Rules, Chapter 3900.6100, authorize the use of this number by the Department of Employee Relations (DOER).
- **Gender, Racial/Ethnic Group, and Disability status** are used to comply with equal employment opportunity and affirmative action requirements as set forth by law and to evaluate our efforts in ensuring diversity in the recruitment and selection of employees. If this data is not provided, it will be more difficult for us to evaluate our efforts.
- **Test Accommodation Information** is used to provide appropriate accommodations (disability data will be maintained as separate and private medical records). If sufficient data is not provided, we may not be able to accommodate you.

You are not legally required to provide any of the private data listed above. Employees from DOER and state agencies where your application is referred may have access to your private data only if their work assignments reasonably require access during the hiring process. Others who may legally access the above data are representatives of the Attorney General and Legislative Auditor, enforcement agencies with statutory authority, and persons/entities authorized by law or court order.

CONTACT INFORMATION

Name: _____
First MI Last

Address: _____

Social Security No: _____

Phone: Home: (____) _____

City State Zip Work: (____) _____

SPECIFIC OPENING

If there is a specific opening for which you wish to be considered, please indicate: _____

JOB LOCATIONS

Check each location where you will accept work. If you will accept a job in all of the cities listed under an area, check that area. Keep in mind that your name may be removed from consideration for refusing a job at any location where you indicated you would work. You will be considered for positions only at the locations you indicate.

- | | | | | |
|--|--|--|--|--|
| <input type="checkbox"/> Twin Cities Area - 002 | <input type="checkbox"/> Oak Park Heights - 224 | <input type="checkbox"/> Northwest Area - 059 | <input type="checkbox"/> Central Area - 060 | <input type="checkbox"/> Rochester - 036 |
| <input type="checkbox"/> Minneapolis - 050 | <input type="checkbox"/> Shakopee - 040 | <input type="checkbox"/> Bemidji - 010 | <input type="checkbox"/> Alexandria - 007 | <input type="checkbox"/> St. Peter - 038 |
| <input type="checkbox"/> St. Paul - 051 | <input type="checkbox"/> Stillwater - 041 | <input type="checkbox"/> Brainerd - 011 | <input type="checkbox"/> Cambridge - 012 | <input type="checkbox"/> Winona - 048 |
| <input type="checkbox"/> Twin Cities Suburbs - No. Area
Arden Hills, Brooklyn Park, Coon Rapids, Fridley, Lino Lakes, New Brighton, Roseville - 052 | <input type="checkbox"/> Northeast Area - 058 | <input type="checkbox"/> Crookston - 013 | <input type="checkbox"/> Little Falls - 025 | <input type="checkbox"/> Southwest Area - 062 |
| <input type="checkbox"/> Twin Cities Suburbs - So. Area
Apple Valley, Bloomington, Burnsville, Eagan, Inver Grove Heights, Rosemount - 053 | <input type="checkbox"/> Duluth - 015 | <input type="checkbox"/> Detroit Lakes - 014 | <input type="checkbox"/> Mora - 031 | <input type="checkbox"/> Canby - 233 |
| <input type="checkbox"/> Twin Cities Suburbs - E. Area
Oakdale, White Bear Lake - 054 | <input type="checkbox"/> Ely - 016 | <input type="checkbox"/> East Grand Forks - 232 | <input type="checkbox"/> Morris - 032 | <input type="checkbox"/> Fairmont - 017 |
| <input type="checkbox"/> Twin Cities Suburbs - W. Area
Golden Valley, Hopkins, Minnetonka, Plymouth, St. Louis Park, Wayzata - 055 | <input type="checkbox"/> Eveleth - 063 | <input type="checkbox"/> Fergus Falls - 019 | <input type="checkbox"/> Pine City - 228 | <input type="checkbox"/> Granite Falls - 234 |
| <input type="checkbox"/> Anoka - 008 | <input type="checkbox"/> Grand Rapids - 020 | <input type="checkbox"/> Itasca State Park - 024 | <input type="checkbox"/> Rush City - 064 | <input type="checkbox"/> Hutchinson - 076 |
| <input type="checkbox"/> Hastings - 021 | <input type="checkbox"/> Hibbing - 022 | <input type="checkbox"/> Moorhead - 029 | <input type="checkbox"/> St. Cloud - 037 | <input type="checkbox"/> Jackson - 236 |
| | <input type="checkbox"/> International Falls - 023 | <input type="checkbox"/> Staples - 231 | <input type="checkbox"/> Sauk Centre - -39 | <input type="checkbox"/> Luverne - 230 |
| | <input type="checkbox"/> Moose Lake - 030 | <input type="checkbox"/> Thief River Falls - 042 | <input type="checkbox"/> Southeast Area - 061 | <input type="checkbox"/> Marshall - 027 |
| | <input type="checkbox"/> Togo - 056 | <input type="checkbox"/> Wadena - 044 | <input type="checkbox"/> Albert Lea - 006 | <input type="checkbox"/> Montevideo - 028 |
| | <input type="checkbox"/> Virginia - 043 | <input type="checkbox"/> Walker - 045 | <input type="checkbox"/> Austin - 009 | <input type="checkbox"/> New Ulm - 033 |
| | <input type="checkbox"/> Willow River - 057 | | <input type="checkbox"/> Faribault - 018 | <input type="checkbox"/> Pipestone - 235 |
| | <input type="checkbox"/> Silver Bay - 226 | | <input type="checkbox"/> Mankato - 026 | <input type="checkbox"/> Willmar - 046 |
| | | | <input type="checkbox"/> Owatonna - 034 | <input type="checkbox"/> Windom - 047 |
| | | | <input type="checkbox"/> Red Wing - 035 | <input type="checkbox"/> Worthington - 049 |

JOB GROUPINGS

Check the job groupings for which you'd like to be considered (up to 5 groupings).

- | | |
|--|--|
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Health Care & Human Services |
| <input type="checkbox"/> Administrative Support & Hospitality | <input type="checkbox"/> Construction, Facilities Maintenance, Manufacturing, & Transportation |
| <input type="checkbox"/> General Administration, including Public Relations Planning, & Executive Management | <input type="checkbox"/> Engineering and Architecture |
| <input type="checkbox"/> Finance, Regulatory, & Economic Development | <input type="checkbox"/> Corrections, Public Safety & Legal |
| <input type="checkbox"/> Environmental Sciences | <input type="checkbox"/> Human Resources |
| | <input type="checkbox"/> Education & Libraries |

EMPLOYMENT CONDITIONS

Check all you are willing to work.

- All conditions
 - Intermittent (on call as needed)
 - Permanent, full-time
 - Permanent, part-time
 - Temporary, full-time
 - Temporary, part-time
 - Seasonal, full-time
 - Seasonal, part-time
- Shift:**
- All shifts
 - Day shift
 - Evening shift
 - Night shift
 - Rotating shift
- TRAVEL: If you are willing to travel in this job, check this box.

SALARY

Minimum Annual Salary you are willing to accept. \$ _____/yr. I am interested in service or labor-type positions that do not require prior work experience.

FOR CURRENT STATE EMPLOYEES ONLY

Name of Department (not division) where you work **AND** current job classification. _____

Are you interested in transfers within your same class at a different agency? Yes No

Are you interested in demotions to job classes included in resume-based selection? Yes No

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Please check the appropriate boxes:

Gender: Male Female

With which racial/ethnic group do you identify?

- Asian or Pacific Islander
- African American (Black)
- Hispanic
- American Indian or Alaskan Native
- Caucasian (White)
- Other

Disability status, defined as: has physical, sensory or mental condition which significantly limits one or more of the major life activities; OR has a record of such a condition; OR is regarded as having such a condition.

Do you claim disability status? Yes No
 If you need special testing accommodations, please specify type of accommodation needed: _____

VETERANS PREFERENCE

You may be required to provide proof of the validity of Veterans Preference you claim before you are hired.

GENERAL To qualify for Veterans Preference, you must meet all of the following:

- 1) Have separated under honorable conditions from any branch of the armed forces of the United States;
- 2) have served on active duty for 181 consecutive days or more OR for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty;
- 3) be a United States citizen OR resident alien;
- 4) not be eligible for or currently receiving a monthly veteran's pension benefit based on length of military service.

If you meet all the above, check the appropriate box(es) below.

FOR COMPETITIVE SELECTION OPEN TO THE PUBLIC:

- I am a non-disabled veteran.
- I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the U.S. Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces.
- I am the widow/widower (not remarried) of a deceased veteran.
- I am the spouse of a disabled veteran who cannot work because of the disability.

FOR PROMOTIONAL SELECTION OPEN ONLY TO CURRENT STATE EMPLOYEES:

- I am a disabled veteran entitled to disability compensation for a permanent, service-connected disability rated at 50% or more who has not been previously promoted in the state service.

WHERE DID YOU HEAR ABOUT THIS JOB?

The following information will help us evaluate our recruiting program. Please check the appropriate box.

- Minnesota Career Opportunities Bulletin
- Job Information Line
- Job Service Office/Workforce Center
- Newspaper - Advertisement
- Community Newspaper
- Trade Journal
- College/University Posting
- Trade/Technical School Posting
- State Employee
- State Agency
- State Affirmative Action or Human Resources Staff
- DOER Office of Diversity and Equal Opportunity
- Internet
- Other _____

- IMPORTANT -

The state has the right to verify information provided in this application and resume. False information may subject an applicant to the penalty provisions of M.S. 43A.39. In connection with this application for employment, I authorize the State of Minnesota and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application and resume, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the State of Minnesota and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that all information in this application and resume is true and complete and hereby acknowledge that I have read and understand the information above.

Date _____ Signature (do not print) _____

MUST ATTACH RESUME TO THIS APPLICATION TO BE CONSIDERED.

If you need this information in alternative formats, call (651) 296-2616 or (651) 282-2699 TTY or Outside of the Metro Area (800) 657-3974.

THE STATE OF MINNESOTA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER