



# Swift County Application for Employment

Date of Application: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers - Home or Cell: \_\_\_\_\_ Work: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

<b>Educational Background</b>			
High School Graduate?    Yes ____    No ____			
Post High School Education/Training			
School or Program	Address	Dates Attended	Degree
Current Licenses or Certificates held that would be applicable to the position for which you are applying: _____ _____ _____			

## Work Experience

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's email \_\_\_\_\_

May we contact this person? \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's email \_\_\_\_\_

May we contact this person? \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

Current/Most Recent Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Position: \_\_\_\_\_ Employed from: \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Supervisor's email \_\_\_\_\_

May we contact this person? \_\_\_\_\_ Supervisor's phone \_\_\_\_\_

Duties and responsibilities: \_\_\_\_\_

\_\_\_\_\_

<b>Other Information:</b>	Yes	No
Do you have a Social Security number?		
Can you legally accept permanent employment in the United States?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		
Can you travel if your job requires it?		
Is adequate transportation available so you can get to work on time every day?		
Have you ever been bonded on a job?		
Is there any reason why you cannot be at work on time every day? If yes, why? _____		
Do you have a valid MN Drivers License? If yes, list class and applicable endorsements: _____		
On what date would you be available to start? _____		

**Other Training or Experience** - Summarize special job related skills and qualifications:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**References:**

1) \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Complete Mailing Address)

2) \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Complete Mailing Address)

3) \_\_\_\_\_ (Name) \_\_\_\_\_ (Phone)  
 \_\_\_\_\_ (Complete Mailing Address)

**IMPORTANT INFORMATION FOR APPLICANTS FOR EMPLOYMENT WITH SWIFT COUNTY**

In accordance with the Minnesota Government Data Practices Act, Swift County (the "County") is required to inform you of your rights as they pertain to private data collected from you. Private data is that information which is available to you, but not to the public. Some personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87, Government Data Practices, requires that you be informed that the following personal information which you are asked to provide on this Employment Application is considered private data:

- 1. Name (becomes public when certified as a "finalist")
- 2. Home Address
- 3. Home Phone number
- 4. Age group

We ask this information for the following reasons:

- 1. To distinguish you from all other applicants and identify you in our personnel files.
- 2. To help us to be sure that you are the individual who makes the application.
- 3. To help us to contact you when more information is required, when we send you notices, and/or when we schedule you for interviews.
- 4. To see if you meet the minimum age requirements (if any).
- 5. To conduct proper background investigations needed when applying for a position.
- 6. To determine whether or not any conviction record may be a job-related consideration affecting your suitability for the position you applied for.
- 7. To enable us to ensure your rights to equal opportunities.
- 8. To meet federal and state reporting requirements.

Data supplied by you may be used for such purposes as may be determined to be necessary in the administration of personnel in the County and in the administration of personnel policies, rules, and regulations.

Private data is available only to you and to other persons in the County who have a justified need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

Names of applicants remain private except when certified as eligible for appointment to a vacancy or when applicants are considered by the County to be finalists for a position. "Finalist" means a person who is selected to be given an interview as a final step prior to selection.

By my signature below, I certify that I have read (or had read to me) the information printed above and understand its meaning. I certify that answers given herein are true and complete to the best of my knowledge.

Unless otherwise indicated above, the County is hereby authorized to contact my former employers for information concerning my employment, ability, experience, and behavior on the job.

I understand that nothing in this employment application is intended to lead to or create an employment contract between the County and myself.

In the event of employment, I understand that false or misleading information given in my application or interview(s) will likely result in discharge. I also understand that I am required to abide by all rules and regulations of the County.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

<b>For County Use Only</b>	
Arrange Interview?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Interviewer:	_____ Date of Interview: _____
Remarks:	_____
Employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No      Date Employed: _____ Hourly Rate/Salary: _____
Position:	_____ Department: _____
By:	_____ Date: _____
(Name & Title)	

