

Date Received: \_\_\_\_\_

***Elysian welcomes you as an applicant for employment.***

It is the policy of the City of Elysian to provide equal opportunity to all employees and applicants for employment. The City of Elysian will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance. Our employment decisions are made on the basis of individual ability and merit. Upon request, accommodations will be provided to applicants in accordance with American with Disabilities Act (ADA). Please call (507) 267-4708.

**Applicant's Last Name** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_

**Position Applying For:** \_\_\_\_\_

**Seasonal Employment Application**

**APPLICATION INSTRUCTIONS:**


To ensure that your application will be accurately processed, please review the following:

- (1) Please print or type when completing this form.
- (2) Complete a separate application form for each position opening you apply for, following instructions completely and signing your application where required.
- (3) Be specific and complete when filling out the Employment History section. Application forms that are incomplete will be removed from further consideration. If additional space is needed to complete your employment history, you may make copies of that page. A résumé may be attached to the completed application.
- (4) Applications must be received at City Hall by the advertised closing date. When the stated deadline is past, all applications will be reviewed and evaluated to determine how well each applicant is suited for the position opening.
- (5) Interviews will be conducted by the appropriate department head. Others may be involved as needed. After discussion, they will select the best applicant for the position.
- (6) The City Administrator's Office will inform the successful applicant and arrange a starting date. Applicants will be notified by mail that the position has been filled.

**RETURN COMPLETED APPLICATION FORM TO:**

**City Administrator's Office  
City of Elysian  
110 W. Main Street  
Elysian, MN 56028**

Telephone: (507) 267-4708

 If you have any questions concerning completion of your employment application or the employment procedures for the City of Elysian, please call the City Administrator's Office.

**▼ PERSONAL INFORMATION**

**NAME / ADDRESS / PHONE:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

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

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

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

Telephone: \_\_\_\_\_ Between hours of \_\_\_\_\_ and \_\_\_\_\_

Telephone: \_\_\_\_\_ Between hours of \_\_\_\_\_ and \_\_\_\_\_

**EDUCATION:**

Educational Institution	Name and Address of Institution	Course (Major/Minor)	Level of Education	Did you Graduate (Y/N)	List Diploma or Degree Awarded
High School					
College					
College					
Other (Specify)					

**DRIVER'S LICENSE:**

1. Driver's License # \_\_\_\_\_

License Class (A, B, C, D) \_\_\_\_\_

2. List other licenses or certificates you possess that are relevant to the position you are applying for (ie., Water Safety Instructor's Certificate, CPR, First Aid, etc.):

Type of License or Certificate	Licensing Agency	Expiration Date	License Number

★★ Attach a copy of each license or certificate ★★

**WORK AVAILABILITY AND QUALIFICATIONS:**

When are you available to work (date/s): \_\_\_\_\_

Will you be 18 years of age or older when the job starts?..... Yes \_\_\_ No \_\_\_

Will you be a high school graduate or have a GED when the job starts? .... Yes \_\_\_ No \_\_\_

Have you previously been employed by the City of Elysian?..... Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

**PRESENT OR MOST RECENT EMPLOYER:**

Employer: \_\_\_\_\_ May we contact this employer?  No  Yes  
Employer Address: \_\_\_\_\_  
Employer Phone Number: \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Your Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment (do not fill in dates if more than 5 years ago): \_\_\_\_\_

**PREVIOUS EMPLOYER:**

Employer: \_\_\_\_\_ May we contact this employer?  No  Yes  
Employer Address: \_\_\_\_\_  
Employer Phone Number: \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Your Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment (do not fill in dates if more than 5 years ago): \_\_\_\_\_

**PREVIOUS EMPLOYER:**

Employer: \_\_\_\_\_ May we contact this employer?  No  Yes  
Employer Address: \_\_\_\_\_  
Employer Phone Number: \_\_\_\_\_  
Supervisor's Name & Title: \_\_\_\_\_  
Your Job Title: \_\_\_\_\_  
Your Duties & Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Dates of Employment (do not fill in dates if more than 5 years ago): \_\_\_\_\_

**▼ PROFESSIONAL REFERENCES**

List people who know you well, preferably from a work environment and not an acquaintance or relative.

Name \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_

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Name \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_

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Name \_\_\_\_\_ Address \_\_\_\_\_  
Home Phone \_\_\_\_\_  
Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_  
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**▼ TENNESSEN WARNING**

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In accordance with the Minnesota Government Data Practices Act, the City of Elysian is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not the public. The personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment with the City of Elysian. All data collected is considered private except for the following:

- (1) Your veteran's status.
- (2) Relevant test scores.
- (3) Your rank on our eligibility list.
- (4) Your job history.
- (5) Your education and training.
- (6) Your work availability.

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Elysian. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal law who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

Except for race, sex, age, and disability data, the information you give us about yourself is needed to identify you and to assist the Elysian City Administrator's Office in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by the City of Elysian to monitor protected class employment and to meet federal, state, and local reporting requirements.

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**▼ EMPLOYEE CERTIFICATION**

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**Before signing this application, please read the following waiver carefully.**

- (1) I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
- (2) I authorize all current and previous employers to release job-related information upon the written request of the City Administrator's Office. However, I understand that if, in the Employment History section, I have answered "No" to the question, "May we contact this employer?," contact with the employer will not be made without my specific authorization.
- (3) I authorize the City Administrator's Office or any agent acting on it's behalf to verify all information on this application to determine whether or not I am qualified for the position for which I am applying. Moreover, I hereby release the City of Elysian and any agent acting on it's behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.
- (4) I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.
- (5) I understand that this application is not, nor intended to be a contract for employment.
- (6) I declare that I have read and understand the information about the Minnesota Data Practices Act given above in the Tennessee warning

**Applicant's Printed Name:** \_\_\_\_\_

**Applicant's Signature** (X) \_\_\_\_\_ **Date:** \_\_\_\_\_