

**CITY OF LYND**  
**111 W. RAILROAD ST, PO BOX 86**  
**LYND, MN 56157**  
**507-865-4514**  
**cityoflynd@outlook.com**

**APPLICATION FOR EMPLOYMENT**

NOTE TO APPLICANT: This application is used to evaluate your qualifications for employment with the city of Lynd. Please answer all of the questions on your application accurately. If you fail to do so, you may lose employment opportunities or delay consideration of your employment. This application is not an employment contract. The city of Lynd is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, disability, age, sex, or any other classification protected by federal, state or local laws. *If you receive a conditional offer for employment you may be subject to additional testing of job related skills and a criminal background check.*

Position(s) applied for \_\_\_\_\_ Date of application \_\_\_\_\_

***PERSONAL INFORMATION:***

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
*Street Apt# City State Zip*

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Date of Birth \_\_\_/\_\_\_/\_\_\_ Are you eligible for employment in the United States? ( ) Yes ( ) No

Are you available to work: ( ) Full Time ( ) Part Time ( ) Temporary ( ) Summer Only

What hours are you available during the work week? \_\_\_\_\_

On what date would you be available to work? \_\_\_\_\_

Veteran Preference: ( ) Yes ( ) No

Did anyone refer you? \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

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***EDUCATION:***

Circle highest grade completed: High School: 1 2 3 4 College: 1 2 3 4

Last school attended \_\_\_\_\_  
*Name City State*

Degree \_\_\_\_\_

**DRIVER'S LICENSE INFORMATION:**

License Number \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

Have you ever been denied a license, permit or privilege to operate a motor vehicle? ( ) Yes ( ) No  
If yes, explain \_\_\_\_\_

Has any license, permit or privilege ever been suspended or revoked? ( ) Yes ( ) No  
If yes, explain \_\_\_\_\_



**EXPERIENCE:**

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**EMPLOYMENT HISTORY:**

All applicants are required to provide the following information regarding his/her employment history. During periods of unemployment, list dates and write "unemployed" in employer information. List employers starting with most recent first. Add additional sheet if necessary.

EMPLOYER	Employed from (MO) (YR)
NAME	to (MO) (YR)
ADDRESS	Position
CITY STATE ZIP	Salary/Wage
SUPERVISOR	Reason for Leaving
PHONE NUMBER	May we contact? ( ) Yes ( ) No

EMPLOYER	Employed from (MO) (YR)
NAME	to (MO) (YR)
ADDRESS	Position
CITY STATE ZIP	Salary/Wage
SUPERVISOR	Reason for Leaving
PHONE NUMBER	May we contact? ( ) Yes ( ) No

EMPLOYER	Employed from (MO) (YR)
NAME	to (MO) (YR)
ADDRESS	Position
CITY STATE ZIP	Salary/Wage
SUPERVISOR	Reason for Leaving
PHONE NUMBER	May we contact? ( ) Yes ( ) No

EMPLOYER	Employed from (MO) (YR)
NAME	to (MO) (YR)
ADDRESS	Position
CITY STATE ZIP	Salary/Wage
SUPERVISOR	Reason for Leaving
PHONE NUMBER	May we contact? ( ) Yes ( ) No

**REFERENCES:**

Include only individuals familiar with your work ability. Do not include relatives.

NAME	PHONE	RELATIONSHIP	YRS KNOWN

Tell us about you. Examples: abilities, strengths, special training, or recognition, why do you want to work for us, what you can contribute to our success, anything else you would like to share-hobbies, other skills, etc.

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**TO BE READ AND SIGNED BY APPLICANT**

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge from employment. I understand, also, that if I am employed, I am required at all times to abide by all rules and regulations of the city of Lynd.

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Applicant's Signature

Date

## ***ADVISEMENTS:***

### **Applicant Data Practices Advisory**

According to Minn. Stat. § 13.04, the City must advise you of the following. Purpose and intended use of the data: The city collects this information for purposes of selecting a candidate for hire. Your data will be used to determine the best candidate for the position. For public safety positions or in the event you are selected for hire, your data may be used to perform a criminal background check, including using the BCA's website. Consultant, city staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request.

Whether you may refuse or are legally required to supply this data: Application for employment as well as supplying any data in application for employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates, but we can't do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to the city you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to the city clerk's office.

### **GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES, AND VOLUNTEERS.**

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Lynd. First, under "Rights of Subjects of Data" (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under "Personnel Data" (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Lynd,

regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;

- You work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your works time for payroll purposes: except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience.
- The "complete" terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying.

**NOTICE REGARDING SOCIAL SECURITY NUMBER:** This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

**NOTICE TO MINORS:** Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the Lynd City Clerk, 111 W. Railroad St., PO Box 86, Lynd, MN 56157. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**