



# APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer  
**Lake County**  
**Human Resources Department**

616 3rd Avenue  
 Two Harbors, MN 55616  
 Phone: (218) 834-8323  
 Fax: (218) 834-8482

Email: [hr@co.lake.mn.us](mailto:hr@co.lake.mn.us)  
[www.co.lake.mn.us](http://www.co.lake.mn.us)

Position Applied for		PRINT CLEARLY OR TYPE			
Last Name	First Name	Middle Name	May we call you at work?		
			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Street/Mailing Address		Home Phone	Work Phone	Mobile Phone	
City	State	Zip Code	Are you 18 years of age or older?	Are you a current employee of Lake County?	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are you a United States Citizen or have permission to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address: _____
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### FORMAL EDUCATION

Did you graduate from High School/receive G.E.D.?  Yes    No

College, University, or Professional School (List all undergraduate and graduate work) Attach copies of related transcripts if requested		Dates of Attendance Month / Year		Number of Credits		Degree		Major and Minor Subjects
						Type AA, BS, MBA, etc	Date Rec'd or anticipated	
Name	Location	From	To	Quarter	Semester			
Business, Correspondence, Trade, Technical or Vocational School; or Professional Certification Attach copies of related transcripts if requested		Dates of Attendance Month / Year		Full Time	Part Time Hrs/Wk	Certificate Received? (Yes or No)	Percent of coursework completed	Program Title
Name	Location	From	To					

### LICENSURE

If position requires license, registrations, certificates, or a driver's license, please provide the following information:

License No:  Issued by:  Date:  Expiration:

### VETERAN'S PREFERENCE

Are you applying for Veteran's Preference Points?  Yes    No

### ACCOMMODATIONS

Do you have special needs which may necessitate accommodations in the test facilities or test process?

Yes    No

Please describe the type of accommodation needed:

### CRIMINAL BACKGROUND

Lake County will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, Lake County may conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until the receipt of the results of the criminal background check from the BCA or other agency, the content of which is acceptable to the County, and formal approval by the appointing authority.

**WORK EXPERIENCE**

Provide a complete description of all qualifying experience, paid and/or volunteer, starting with the most recent position held. (Please refer to instructions on page 4)

May we contact your present employer?  Yes  No  Yes, only after an offer has been made.

**ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW.**

Do not mark on application, "See Resume". Applications will be rejected if incomplete.

Organization: <input style="width:40%;" type="text"/> Telephone: <input style="width:40%;" type="text"/> Address: <input style="width:30%;" type="text"/> City: <input style="width:15%;" type="text"/> State: <input style="width:10%;" type="text"/> Zip: <input style="width:10%;" type="text"/> Position Title: <input style="width:40%;" type="text"/> Supervisor: <input style="width:40%;" type="text"/> Major Activities: <input style="width:95%;" type="text"/> Major Activities: <input style="width:95%;" type="text"/> Number and Title(s) of people you supervised: <input style="width:65%;" type="text"/> Reason for Leaving: <input style="width:95%;" type="text"/>	From: <input style="width:100%;" type="text"/> Month / Year To: <input style="width:100%;" type="text"/> Total: <input style="width:100%;" type="text"/> Years - Months Hrs/Week: <input style="width:100%;" type="text"/> (If hours vary, indicate average per week)
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**AVAILABILITY INFORMATION**

Please check below the conditions under which you will accept employment with the County. Failure to accept an interview or a job offer under the conditions you give below will result in removal from the eligible register.

I am available to begin work on: \_\_\_\_\_

- I will accept Full-Time Employment   
  I will accept Temporary Employment  
 I will accept Part-Time Employment   
  I will accept Shift Work

I will accept employment at the following locations:

- Two Harbors Area     Silver Bay Area  
 Anywhere in Lake County

**APPLICANT SIGNATURE**

**ATTENTION - THIS STATEMENT MUST BE SIGNED. ANY FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW.**

I authorize Lake County and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application. I hereby authorize all current and previous employers (unless noted otherwise on this form) to release any information in their files pertaining to my employment history. I certify that all of the statements in this application are true, complete and correct to the best of my knowledge and belief and are made in good faith. I understand that any false information or omission of information from this application may be cause for rejection or dismissal if employed. I have read the Data Privacy Notice (page 4) and agree to supply the information on this form with full knowledge of that warning.

SIGNATURE OF APPLICANT:

DATE:

Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

APPLICANT: PLEASE READ THE DATA PRIVACY NOTICE ON PAGE 4.

The information requested below will be used to help us comply with Equal Employment Opportunity guidelines and to evaluate the effectiveness of our recruitment efforts and the Affirmative Action Plan.

Furnishing the information below is voluntary and will not adversely affect your application. This information will be filed in a separate file from your Application for Employment.

**GENDER**

Female  Male

**RACE/ETHNIC GROUP (Please mark one only)**

- WHITE - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East. (Non Hispanic or Latino)
- BLACK or AFRICAN AMERICAN - A person having origins in any of the black racial groups of Africa. (Non Hispanic or Latino)
- HISPANIC or LATINO - A person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish culture or origin, regardless of race.
- AMERICAN INDIAN or ALASKA NATIVE - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment. (Non Hispanic or Latino)
- ASIAN - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. (Non Hispanic or Latino)
- NATIVE HAWAIIAN or other PACIFIC ISLANDER - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. (Non Hispanic or Latino)
- TWO or MORE RACES - Persons who identify with two or more racial categories named above. \_\_\_\_\_

**DISABILITY STATUS:**

A person with a disability is defined as:

1. Having a physical or mental impairment which substantially limits one or more major life activities.\*
2. Having a record of such an impairment.
3. Being regarded as having such an impairment.

\*Major life activities include caring for oneself, performing manual tasks, walking, talking, hearing, seeing, speaking, breathing, learning and working.

Note: Temporary, non-chronic impairments, with little or no long-term impact, are usually not disabilities. A visual problem which has been corrected by glasses is usually not a disability. Veterans who are rated as "disabled" by the Veterans Administration are not automatically "disabled" under this definition.

Based on the above information, do you claim disability status?

Yes  No

**HOW DID YOU LEARN ABOUT THIS JOB? (Please mark one only)**

- Job Posting
- Lake County Website
- Merit System Website
- Other: \_\_\_\_\_
- Walk In
- AMC Website
- Minnesota Workforce Center
- Current Employee
- Professional Organization
- Newspaper: \_\_\_\_\_

**CLAIMS FOR VETERANS PREFERENCE (VETERANS ONLY)**

If you are eligible to apply for Veterans Preference, attach a copy of documents listed for the option selected:

- Veterans: DD214
- Disabled Veterans: DD214 & compensable disability award letter within the last 6 months.
- Spouse Disabled: DD214 & compensable disability award letter (6 months) & marriage certificate\*\*.
- Spouse of Deceased Veteran: DD214, Marriage Certificate and Death Certificate.

\*\* Eligible only if Veteran is unable to qualify because of the disability.

## NON-DISCRIMINATION

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, gender, age, color, national origin, religion, disability, sexual orientation, marital status, or status with regard to public assistance.

## INSTRUCTIONS FOR COMPLETING APPLICATION FORM

Please provide thorough and accurate information following the guidelines below; incomplete applications may be scored inaccurately or rejected.

1. Fill out a separate application form for each vacancy. Photocopies are acceptable. Sign and date your application on page two.
  - Part-time work experience is prorated to the number of hours worked, using a 40-hour work week as the standard for full-time work.
2. Work Experience Section: Your score will be determined by an evaluation of the job-related experience and training you describe on the application. Be specific and complete. Attach additional sheets if necessary.
  - Do not write "see prior applications" or "see resume".
  - List your present or most recent experience first, including all job-related volunteer and/or unpaid experience.
  - List each promotion as a separate job, even though it may have been with the same department or organization.
  - If you attach additional information sheet(s), include all of the information requested on the application, i.e., organization, position title, length of employment, total time, hours per week, and major activities. If hours per week vary, please use the average number of hours per week.
  - Résumés are only accepted if they are attached to a completed application. If a résumé is submitted, please do not include personal information, e.g., birth date, marital status etc.
3. Your application and supporting material become the property of the Lake County Human Resources Department and cannot be returned. Work samples, letters of recommendation and the like should not be submitted with the application. However, you may bring such material to an employment interview.
4. The only adjustments you may make on your application after the closing date for filing are your name, address, telephone number or availability information.

## DATA PRIVACY NOTICE

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

- Name, home address, telephone numbers, and email address are used to identify you and to contact you about potential job opportunities. If your name is not provided, we won't be able to process your application. If your contact information is not provided, we will not be able to contact you and may reject your application. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.
- Gender, Race/Ethnic group, and Disability Status are used to comply with equal employment opportunity and affirmative action requirements and to evaluate our efforts to ensure legal 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 and to provide accurate data in the required reports. Reasonable accommodation information is used to provide reasonable accommodations in the testing and hiring processes. 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. Lake County employees from the Human Resources Department and other departments involved in the selection process may have access to your private data if their work assignments reasonably require access. Others who may legally access the above data are individuals or agencies to whom we are required to release the data by law, rule or court order.