



City of Prior Lake
 4646 Dakota Street SE, Prior Lake, MN 55372
 Phone: 952.447.9800
 Fax: 952.447.4245
 Web: www.cityofpriorlake.com

Seasonal Employment Application

All persons are welcome to apply with the City of Prior Lake. Your application will be considered in competition with others for the position in which you are interested. Please furnish complete information as outlined in this application. Incomplete applications will not be considered. Read the instructions carefully. All information contained in or connected with this application will be considered for use only in conjunction with your possible employment with the City of Prior Lake. You may attach any additional information which you believe qualifies you for the position for which you are applying. Attached materials must supplement the application and not be in lieu of this form and the requested data.

Position Sought		Dates Available Start		End
Last Name, First, Middle Initial			Phone Number (Home/Cell)	
Street Address	City		State	ZIP
Email Address			Are you a new applicant or a returning applicant?	

Are you under 18? Are you under 16? Are you a US citizen OR, if not, are you eligible to Are you willing to work overtime
 No Yes No Yes to Work in this Country? No Yes if necessary? No Yes

Why are you interested in employment with the City of Prior Lake?

If the position for which you are applying requires certain educational degrees, please fill out this section:	High School				Under Graduate				Graduate			
	9	10	11	12	13	14	15	16	17	18	19	20+

Name and Address of Most Recent Educational Institution

Degree, Diploma or Certificate Received	Major and Minor Subjects
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Minnesota Driver's License Number	Expiration Date	License Classification:	A	B	C	D
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List any endorsements

List your trade/professional licenses or certificates with date of issue and expiration; your skilled trade experience: machinery and equipment you have operated with years of experience; your civic involvement, volunteer activity, etc.

Begin with your present or most recent employment or occupation. List all of your employers for at least the last five years. Provide complete information. Additional Sheets may be used.

Present or Last Employer	Supervisors Name and Title	Phone Number
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Position Held	Dates Worked Start End	May we contact? No Yes After I'm a finalist
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Responsibilities

Reason for Leaving

Present or Last Employer	Supervisors Name and Title	Phone Number
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Position Held	Dates Worked Start End	May we contact? No Yes After I'm a finalist
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Responsibilities

Reason for Leaving

Please carefully read the following information

"Notice to Applicant" - Data Privacy

The information you supply on this employment application will be used to assess your qualifications for the position for which you are applying. You are not legally required to provide the information but, we will not be able to consider your application without it. The information is requested to distinguish you from other applicants, identify you in our employment files, determine if you meet the minimum qualifications of the position for which you are applying, and to contact you for employment interviews. Completion of the supplementary **"Equal Employment Applicant Tracking Form"** and **"Veteran's Preference Points Application Form"** are voluntary and no adverse consequences will result if you do not complete them. The following information on this application is private data on individuals pursuant to the Minnesota Government Data Practices Act: your name, home address, home phone number, and citizenship status. This information is available only to you, city employees who have a need for it, and persons, organizations and governmental agencies, if they have statutory or judicial authority to gain access. If you are certified as eligible for an employment vacancy, your name will become public data. If you are hired, all information you supply on the application will become public, except your home street address, home phone number, and citizenship status.

Applicant's Statement

I have read the "Notice to Applicant" regarding the MN Data Practices Act and understand my rights as a subject of data. I understand that if I'm a finalist, a background check will be conducted prior to a job offer. I understand that if offered a position, depending upon the position, I may be required to submit to and pass a drug/alcohol screen, a psychological examination, a physical examination and/or a physical ability test. I certify that all the information provided on this application is true and I understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, dismissal from employment upon discovery of the information. I authorize and consent to having city representatives make inquiries about me if I am to be considered for employment. Former employers are authorized to give information about me in any form, oral or written. They are hereby released from all liability for issuing such information. By signing this form, I hereby acknowledge I have read and understood the above statements. I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than one year from the date below.

The City of Prior Lake requires a SIGNATURE on all employment applications.

Please submit a paper copy to the address shown on the top of the form *OR* email your application materials to: aschroeder@cityofpriorlake.com

Signature

Date