



Employment Application

An Equal Employment Opportunity/Affirmative Action Employer

Read instructions on page 5 before proceeding.

PLEASE TYPE OR PRINT CLEARLY

Title of position for which you are applying:		Date of application:	
Last Name	First Name	Middle Name	
Street Address	City	State	Zip Code
Home Phone	Cell Phone	Work Phone	
E-mail Address		May we call you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
What type of employment are you seeking? <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary / Seasonal / Intermittent			
Your response to this question will help us evaluate the effectiveness of our recruiting sources & methods. Please choose the source that most closely describes how you learned about this specific job opening.			
<input type="checkbox"/> Careerbuilder.com	<input type="checkbox"/> Washington County: Walk-in to Human Resources office		
<input type="checkbox"/> Pioneer Press publication	<input type="checkbox"/> Washington County employee		
<input type="checkbox"/> Star Tribune publication	<input type="checkbox"/> Spokesman Recorder publication		
<input type="checkbox"/> U of M Goldpass system			
<input type="checkbox"/> Washington County: Employment opportunities page			
<input type="checkbox"/> Other diversity/community website or publication (Please specify) _____			
<input type="checkbox"/> Other (Please specify) _____			

- Are you age 18 or older? Yes No
- Did you graduate from high school/receive a GED? Yes No
- Are you authorized to work in the U.S. on an unrestricted basis? Yes No
- May we contact your present employer? Yes No
- May we contact your past employers? Yes No

Are you applying for Veterans' Preference Points? If yes, please contact Washington County Human Resources or go online at www.co.washington.mn.us for a claim form. (See page 5, number 8 for instructions.)

Please send your completed application to:

Human Resources Department
14949 62nd Street North
P.O. Box 6
Stillwater MN 55082
Telephone: (651) 430-6081
Fax: (651) 430-6086

COPIES WILL NOT BE PROVIDED BY THE HUMAN RESOURCES DEPARTMENT. IF YOU WISH A COPY FOR YOUR INFORMATION, PLEASE PHOTOCOPY THE FORM(S) PRIOR TO SUBMISSION.

This application is to assist in the process of referring you to County departments for possible employment. Certain information requested on the application is private; that is, it may be released only to you or County departments where you may be considered for employment. Names of applicants would become public when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position. All other information you supply on this application with the exception of that, which is private data as indicated below, will become public if you are hired by the County.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if you don't provide it?
Name/Address	To distinguish you from all other applicants; to be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview.	No	We may not be able to employ in certain jobs where you may be required to come to work or be interviewed on short notice.
Special Accommodations	To determine whether you need special accommodations.	No	We will be unable to provide necessary accommodations in a timely manner.

Note: The information you provide on this application will be used to determine if you meet the minimum qualifications for this position. The information must be specific and submitted on or before the last day for filing, or your application may be rejected. If you need more space, attach additional pages to the application.

Education

College - Name and Location	No. of years completed	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree or credits earned	Major and Minor Subjects

Business, Trade, Technical or Vocational School Indicate Name & Location	Program length in weeks	% Course Completed	Have you received a certificate? <input type="checkbox"/> Yes <input type="checkbox"/> No	Program Title

If position **requires** certificate, registration or occupational license, please provide that information.

Type	Number	Expiration Date

Do you have keyboarding ability? Yes No **Words per minute** _____

Computer Skills

(Include specific information and length of time regarding computer operation experience and specific hardware and software programs utilized.)

What office machines or occupational equipment do you operate?

If position **requires** driving:

Do you have a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	License Number	Expiration Date	Class
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Experience

Experience and training background is determined by the information you provide on your application. Please list all of your qualifying paid experience, including percentages of time. List your unpaid experience only if requested on the job posting. Start with your present or most recent employer. Do not mark application "See Resume" – you may submit additional sheets in this format if necessary.

Current or Most Recent Employer:

Office Use	1. Name of Organization _____	Employment Dates:
	Name of Dept/Div _____	From _____ To _____
	Address _____	Total Time Yrs _____ Months _____
	Phone Number _____	Hours/Week _____ Salary \$ _____
	Your Job Title _____	Reason for Leaving _____
	Supervisor _____	

Major Duties or Responsibilities	% of Time Performing Duty
1.	
2.	
3.	
4.	
5.	

Office Use	2. Name of Organization _____	Employment Dates:
	Name of Dept/Div _____	From _____ To _____
	Address _____	Total Time Yrs _____ Months _____
	Phone Number _____	Hours/Week _____ Salary \$ _____
	Your Job Title _____	Reason for Leaving _____
	Supervisor _____	

Major Duties or Responsibilities	% of Time Performing Duty
1.	
2.	
3.	
4.	
5.	

Office Use

3. Name of Organization _____ Employment Dates: _____
 Name of Dept/Div _____ From _____ To _____
 Address _____ Total Time Yrs _____ Months _____
 Phone Number _____ Hours/Week _____ Salary \$ _____
 Your Job Title _____ Reason for Leaving _____
 Supervisor _____

Major Duties or Responsibilities	% of Time Performing Duty
1.	
2.	
3.	
4.	
5.	

Office Use

4. Name of Organization _____ Employment Dates: _____
 Name of Dept/Div _____ From _____ To _____
 Address _____ Total Time Yrs _____ Months _____
 Phone Number _____ Hours/Week _____ Salary \$ _____
 Your Job Title _____ Reason for Leaving _____
 Supervisor _____

Major Duties or Responsibilities	% of Time Performing Duty
1.	
2.	
3.	
4.	
5.	

If you have a disability or language difficulty that would prevent you from testing for a position under standard conditions, please contact the Human Resources Department so that reasonable efforts can be made to accommodate your needs.

I hereby certify that this application contains no misrepresentation or falsification and that the information given by me is true and complete to the best of my knowledge. I understand that giving false information or omitting requested information will result in rejection of my application or dismissal if I am hired.

Signature _____ Date _____

Important Information About Completing Your Application

1. Read the job announcement thoroughly so you understand the duties, requirements and selection process used for the position.
2. Fill out the Washington County employment application form in its entirety.
3. **Type or print clearly** and give complete and accurate information. If you do not, you may: A.) not meet the position's screening criteria and/or B.) be removed from further consideration because of an incomplete application.
4. **EXPERIENCE SECTION. Be specific and complete.** For jobs with experience and training ratings, this part of the application will determine your score. Incomplete or inaccurate information could cause your application to be disqualified.
 - ✓ List your present or most recent experience first. Include only job-related **PAID** experience. Unpaid experience or volunteer experience should not be listed unless specified in the job announcement.
 - ✓ List each promotion separately, even though it was within the same organization.
 - ✓ If the hours per week on a job vary, indicate the average number of hours per week. Part-time experience is prorated according to the number of hours worked, using a 40-hour work week as the standard for full-time work. For example - one-year work experience at 20 hours per week would be prorated to six months of full-time work experience.
 - ✓ If you attach additional information sheet(s), include all of the information requested on the application, i.e. dates of experience, hours per week, etc.
 - ✓ To receive proper credit, list the five most important and/or time-consuming responsibilities and duties and the percent of time spent on each duty. Percentages should add up to 100%. Do not include duties that are performed only occasionally.

Sign the application on page 4.

5. Your completed application must be physically received (faxed or original) by Washington County Human Resources Department by the published closing date. We do not accept applications received after the closing date, even if they are postmarked by that date. Washington County Human Resources is not responsible for the failure of others, including the U.S. Post Office, to forward applications to us before the deadline.
6. The only adjustments you may make on your application form after the closing date is your name, address, or telephone number.
7. If you have a disability or language difficulty that would prevent you from testing under standard conditions or successfully completing the application form, please contact the Human Resources Department so that reasonable effort can be made to accommodate your needs.
8. Veterans' Preference: Qualified veterans and spouses of disabled or deceased veterans may apply to have extra points credited to their examination score. However, you must meet job minimum standards for this preference to be applied.

If you intend to file a claim of Veterans' Preference with Washington County, a Veterans' Preference Claim form should be completed and a copy of your Form DD214 should be filed by the job announcement closing date. Veterans' Preference claim forms may be obtained by calling (651)430-6084 or (651)430-6081 or from the Washington County Human Resources Department, Government Center, 14949 62nd St. N, P.O. Box 6, Stillwater, MN 55082 or by visiting our web site at www.co.washington.mn.us .

9. All materials submitted in support of your application become the property of Washington County and cannot be returned.
10. **DRUG TESTING.** In accordance with Washington County Drug Testing policy, all individuals entering safety-sensitive or management positions shall be required to take a drug test. Such offers of employment will be conditionally offered based on passing the drug test.

Washington County Has A Smoke-Free Environment