

453 N McKinley Street
PO Box 154
Warren, MN 56762

**MIDDLE-SNAKE-TAMARAC RIVERS
WATERSHED DISTRICT**

Phone: 218-745-4741
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Email: info@mstrwd.org

APPLICATION FOR EMPLOYMENT

YOUR RIGHTS AS A SUBJECT OF DATA

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

- **Name, Home Address and Telephone Number** are used to contact you about potential job opportunities. If this data is not provided, we may not be able to contact you. If you a finalist for a vacancy, your name becomes public data and is available to anyone.
- **Social Security Number** is used to ensue accurate identification of your application, as distinguished from others' applications. If this data is not provided, other data provided by you will be used for identification purposes.
- **Gender, Racial/Ethnic Group, and Disability status** are used to comply with equal employment opportunity and affirmative action requirements as set forth by law and to evaluate our efforts in ensuring 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.
- **Reasonable Accommodation Information** is used to provide reasonable accommodations in the hiring process. The data related to the request for a reasonable accommodation will be maintained separately and treated as private medical records. 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. Employees from the Middle Snake Tamarac Rivers Watershed District may have access to your private data only if required to complete the hiring process. Others who may legally access the above data are representatives of the Attorney General and Legislative Auditor, enforcement agencies with statutory authority, and persons/entities authorized by law or court order.

CONTACT INFORMATION

Name: _____
(First) (Mi) (Last)

Address: _____

City State Zip

SSN# _____

Phone: Home: _____
Work: _____
Cell: _____

SALARY

Minumum Annual Salary you are willing to accept. \$ _____ /yr.

EMPLOYMENT CONDITIONS

Check all you are willing to work:

- Permanent, full-time
- Permanent, part-time
- Temporary, full-time
- Temporary, part-time
- Seasonal, full-time
- Permanent, part-time

EQUAL EMPLOYMENT OPPORTUNITY INFORMATION

Please check the appropriate boxes:

Gender: Male Female

With which racial/ethnic group do you identify:

- Asian or Pacific Islander American Indian or Alaskan Native
- African American (Black) Caucasian (White)
- Hispanic Other

Disability Status: An individual with a disability is a person who (1) has a physical, sensory, or mental impairment which substantially limits one or more major life activities; (2) has a record of such an impairment; or (3) is regarded as having such an impairment.

Do you claim disability status? Yes No

If you need a reasonable accommodation, please specify type of accommodation needed: _____

VETERANS PREFERENCE: GENERAL To qualify for Veterans Preference, you must meet all of the following:

- 1) Have separated under honorable conditions from any branch of the armed forces of the United States
- 2) Have served on active duty for 181 consecutive days or more OR for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty.
- 3) Be a United States citizen OR resident alien.

You may be required to provide proof of the Veterans Preference you claim before you are hired.

If you meet all the above, check the appropriate box(s) below.

- I am a non-disabled veteran
- I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the US Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces
- I am the widow/widower (not remarried) of a deceased veteran
- I am the spouse of a disabled veteran who is unable to qualify because of the disability

OTHER

Are you a licensed driver? Yes No

If yes, issuing State _____

IMPORTANT

The Middle Snake Tamarac Rivers Watershed District has the right to verify information provided in this application and resume. False information may subject an applicant to the penalty provisions of M.S. 43A.39. In connection with this application for employment, I authorize the Middle Snake Tamarac Rivers Watershed District and any agent acting on its behalf to conduct an inquiry into any job related information contained in this application and resume, including, but not limited to, my records maintained by an educational institution relating to academic performance, such as transcripts. Moreover, I hereby release the Middle Snake Tamarac Rivers Watershed District and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that all information in this application and resume is true and complete and hereby acknowledge that I have read and understand the information above.

Date _____

Signature (Do not Print) _____

Attach Resume to this Application to be Considered

THE MIDDLE SNAKE TAMARAC RIVERS WATERSHED DISTRICT IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER