

APPLICANT..... PLEASE COMPLETE

We would appreciate your cooperation in completing the following section.

APPLICANT TRACKING DATA

The information requested below is voluntary and will be used to assist SBETC in monitoring Equal Employment Opportunity and Affirmative Action programs as required by law. Refusal to complete this section will not affect your opportunities for employment. The information in this area is confidential and **will be separated from your employment application.**

Name: _____ Position applied for: _____

Referral source:

____ Employment Agency ____ Job Service ____ Walk-in ____ Employee Referral ____ Community Agency Referral
____ Newspaper Ad (Specify paper : _____) ____ Internet ____ Other (Specify: _____)

Gender (check one): ____ Male ____ Female

Race or ethnic group (check one): ____ White ____ Black ____ Hispanic ____ American Indian/ Native Alaskan ____ Asian/Pacific Islander

Do you have disability? ____ Yes ____ No If yes, do you need reasonable accommodations? ____ Yes ____ No

If yes, please describe: _____

JOB RELEVANT, VOLUNTEER, OR UNPAID WORK EXPERIENCE

Kind of activity: (Do not specify organization)	Work performed:	# Hrs/mo	Date From	Date To
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DESCRIBE ANY ADDITIONAL EXPERIENCE OR TRAINING THAT QUALIFIES YOU FOR THIS JOB

TO BE COMPLETED BY ALL APPLICANTS

Typing ability _____ words per minute _____ % accuracy

List specific COMPUTER HARDWARE AND SOFTWARE with which you have.....

	Type	Length of time
Training:	_____	_____
	_____	_____
Experience:	_____	_____
	_____	_____

Current LICENSES/CERTIFICATES held (indicate license number and expiration date): _____

TO BE COMPLETED BY APPLICANTS FOR LABOR/MAINTENANCE AND SKILLED TRADE POSITIONS ONLY

APPRENTICESHIP(s) served or trades learned: _____

List SPECIFIC EQUIPMENT with which you have experience: _____

Current LICENSES/CERTIFICATES held (indicate license number and expiration date): _____

COMPLETE THIS SECTION ONLY IF YOU SERVED IN THE U.S ARMED FORCES

Note: If you wish to claim Veteran's Preference, please attach a copy of your DD214

Branch of service: _____ Length of active duty: _____ Rank at discharge: _____

Type of discharge: _____

Describe duties and any special training: _____

REFERENCES:

List three (3) people who know you well, preferably from a work environment. Do not refer to a friend and relative.

Name:	Address:	Home phone:	Work phone:	Occupation:
_____	_____	(____)_____	(____)_____	_____
_____	_____	(____)_____	(____)_____	_____
_____	_____	(____)_____	(____)_____	_____

CONVICTION OR CRIMINAL RECORDS:

Have you served a sentence in jail or prison or been convicted of a crime for which a jail sentence could have been imposed? You may answer "No" if the conviction record has been annulled, expunged, sealed, set aside, or purged, or if you have been pardoned pursuant to law.

_____ Yes _____ No

If yes, please attach a separate sheet with explanation. Information concerning this question will not be used to automatically bar you from employment but may be used to direct your interests to areas less related to your area of conviction.

IMPORTANT FACTS CONCERNING INFORMATION PROVIDED ON YOUR APPLICATION

Minnesota law affects you as an applicant for employment with Stearns-Benton Employment & Training Council (SBETC). The following data is public information and is accessible to anyone: veteran's status, relevant test scores, rank on eligibility list, education and training, job history and work availability. All other personally identifiable information is considered private, but not limited to, your name, home address, and phone number. As an applicant, your name is considered private unless you are selected to be interviewed by the appointing authority prior to selection.

This information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position for which you are applying. You may legally refuse, but refusal to supply the requested information will mean that your application for employment may not be considered.

If you are selected for employment with SBETC, the following additional information about you will be public: name; gross salary; salary range; contract fees; actual gross pension; the value and nature of employer paid fringe benefits: the basis for, and the amount of, any added remuneration, including expense reimbursement in addition to salary; job title; job description; education and training background; previous work experience; date of first employment and last employment; the status of any complaints or charges against the employee whether or not the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action and supporting documentation; work location; a work telephone number; badge number; honors and awards received; payroll time sheets or other comparable data entry that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other non-public data; and city and country of residence. Anything not previously listed which is placed in your application folder or your personnel file – such as medical information, letter of recommendation, resumes, etc.—is made private information by law.

I understand that any falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification for dismissal. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at an employment decision. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information.

Applicant's signature _____

_____ Date

Stearns-Benton Employment & Training Council

Employment Application Supplement

I can demonstrate competency in speaking a language other than English.

_____ No

_____ Yes List Language(s)_____

I can demonstrate competency in writing in a language other than English.

_____ No

_____ Yes List Language(s)_____

I hold an ACT National Career Readiness Certificate.

_____ No

_____ Yes - please circle level (Bronze, Silver, Gold, Platinum)

Name

Date

Please attach to employment application.