



## Employment Application

### I. EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of Pope/Douglas Solid Waste Management to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

### II. DATA PRIVACY NOTICE

The information requested in this application process is intended to be used by Pope/Douglas Solid Waste Management in determining suitability for employment for the position, which you are currently seeking or may seek in the future. You are not legally required to provide any of the information requested in this form or as part of the application process at this time. However, failure to provide complete, accurate information may result in Pope/Douglas Solid Waste Management being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, Pope/Douglas Solid Waste Management may be unable to provide the necessary accommodations if you do not provide this information in Section IV. The information you provide in this application process that is classified as private data under the Minnesota Government Data Practices Act will not be released outside Pope/Douglas Solid Waste Management without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

### III. POSITION DESIRED

Title of position for which are applying: \_\_\_\_\_

Date Available to begin employment: \_\_\_\_\_

Desired Wage/Salary: \_\_\_\_\_

Desired Hours:  Any Hours Available  Weekdays only  Rotating Shift  Part Time

### IV. PERSONAL DATA

Name (Last, First, Middle): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Are you either a U.S. citizen or legally eligible to hold employment in the United States?  Yes  No

Do you have any special needs that may necessitate accommodations in the application/interview process?

\_\_\_ Yes \_\_\_ No

If yes, please describe the type of accommodation requested: \_\_\_\_\_

**V. WORK/VOLUNTEER EXPERIENCE**

List all work and volunteer experience - most recent to be listed first. **Attach additional sheets if necessary.**

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

Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment /Experience: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Wage/Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_

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Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

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Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment /Experience: \_\_\_\_\_

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Wage/Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_

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Employer Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Job Duties: \_\_\_\_\_

Dates of Employment /Experience: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Wage/Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_

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**VI. LICENSURE**

List current licenses, registrations or certificates relevant to the position for which you are applying.

License/No.	Issued by	Date	Expiration
_____	_____	_____	_____
_____	_____	_____	_____

*All applicable licenses or certificates must be received in the Personnel Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.*

**VII. EDUCATION**

Include high school and/or institution issuing GED and any additional education/courses taken. **Do not list date of attendance for high school.** Please list your most recent education first.

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Degree/Diploma Received: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_

Address of School: \_\_\_\_\_

Degree/Diploma Received: \_\_\_\_\_

Major/Minor: \_\_\_\_\_

Dates of Attendance: \_\_\_\_\_

List/describe any other training and/or experience relevant to the position for which you are applying:

\_\_\_\_\_

**VIII. REFERENCES**

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors or heads of departments under whom you have worked. Indicate any who are related to you. Pope/Douglas Solid Waste Management reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

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Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

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Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Title: \_\_\_\_\_

**IX. CRIMINAL BACKGROUND INFORMATION**

Pope/Douglas Solid Waste Management will request information regarding criminal history in the event that you become a finalist for the position for which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, Pope/Douglas Solid Waste Management may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA or other agency, the content of which is acceptable to Pope/Douglas Solid Waste Management, and formal approval by the appointment authority.

**X. VETERANS STATUS**

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points?  Yes  No

Do you wish to claim Veterans Preference Points?  Yes  No

If you are a disabled veteran and wish to claim additional points, please check here: \_\_\_\_\_

**Applicants must supply a copy of their DD214, which must show years of service and type of discharge. Disabled veterans must also supply form FL21-802, or an equivalent letter from a service retirement board. Each eligible spouse of a disabled or deceased veteran applying for preference points must supply his or her marriage certificate, the Veteran's DD214 and FL21-802 or death certificate.**

**XI. PRIOR EMPLOYMENT**

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff?  Yes  No

If so, identify the employer and describe the circumstances:

**XIV. CERTIFICATION, ACKNOWLEDGMENT AND RELEASE**

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration of employment, and constitutes grounds for my immediate dismissal should I be employed by Pope/Douglas Solid Waste Management.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the Pope/Douglas Solid Waste Management Board of Directors and that until such approval, that Pope/Douglas Solid Waste Management shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application, I hereby authorize any and all former employers, organizations where I have volunteered (“volunteer organizations” and references named in the application, or any agent of such a former employer or volunteer organization, to release to Pope/Douglas Solid Waste Management and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that Pope/Douglas Solid Waste Management will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature below.

I hereby release Pope/Douglas Solid Waste Management and all former employers, volunteer organization and references listed herein and any and all agents’ action on behalf of said Pope/Douglas Solid Waste Management, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date \_\_\_\_\_ Signature \_\_\_\_\_

(Do Not Print)

**Notice to Applicant:** If you do not agree with any portion of the certification, acknowledgement and release cross out that section and initial it.