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I. APPLICATION FOR EMPLOYMENT

Pope Douglas Solid Waste Management is an equal opportunity employer. Pope Douglas Solid Waste Management does not discriminate in employment with regard to race, color, creed, religion, national origin, citizenship status, ancestry, age, sex, sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

II. DATA PRIVACY NOTICE

The information requested in this application process is intended to be use 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 and 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 necessary accommodations if you do not provide this information in Section III. The information you provide is this application process that is classified as private data under the Minnesota Government Data Practices Act will not be released outside of Pope Douglas Solid Waste Management without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

III. PERSONAL INFORMATION

Name (Last, First, Middle) _____

Address _____

E-mail Address _____

Home Phone # _____ Mobile Phone # _____

Are you eligible to work in the U.S? ___Yes ___No

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) ___Yes ___No

Can you work any shift? ___Yes ___No If no, explain: _____

Can you work overtime, including weekends? ___Yes ___No

Do you have any special needs that may necessitate accommodation in the application/interview process? ____ Yes _____ No

Have you ever been terminated from employment or asked to resign by an employer? ___Yes ___No

If yes, please provide company names and details _____

IV. EMPLOYMENT DESIRED

Date you can start _____Hourly rate/Salary desired _____

Position desired _____

Are you able to perform the essential functions of the job for which you are applying, with or without reasonable accommodation? ___Yes ___No

Are you currently employed? ____ If so may we inquire of your present employer? _____

V. WORK/VOLUNTEER EXPERIENCE

Include your last seven (7) years of employment history, including periods of unemployment, starting with the most recent and working backwards in time. *Incomplete information could disqualify you from further consideration.*

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

From	To	Employer Name	Telephone
Job Title		Address	
Immediate supervisor and title		Summarize the nature of work performed and job responsibilities	
Reason for leaving			

VI. EDUCATION

Education	Name and location of school	Degree Received	Subjects Studied/Major
High School			
College or University			
Trade, Business, or Correspondence School			

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain.

_____

VII. LICENSURE

List any current licenses, regulations, or certifications relevant to the position for which you are applying:

License/No.:	Issued By:	Date:	Expiration:

All applicable licenses or certifications 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.

VIII. REFERENCES

Give the names of three people not related to you, whom you have known at least three (3) years.

Name	Address, Phone, Email	Company	Years Acquainted
1			
2			
3			

IX. REFERRAL SOURCE

How did you hear about us? Walk In Advertisement Referral Other

Have you ever worked for this company before? ___Yes ___No Explain_____

Do you know anyone who works for our company? Yes No If yes, who? _____

X. 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.

XI. PRIOR EMPLOYMENT

Have you ever been terminated from employment or asked to resign by an employer? ___Yes ___No

If yes, please provide company names and details _____

XII. 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 Veteran's 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 their marriage certificate, the Veteran's DD214 and FL21-802 or death certificate.

XIII. CERTIFICAITON, ACKNOWLEDGEMENT, AND RELEASE

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for Pope Douglas Solid Waste Management to hire me. If I am hired, I understand that either Pope Douglas Solid Waste Management or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of Pope Douglas Solid Waste Management has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to Pope Douglas Solid Waste Management true and complete information on this application. No requested information has been concealed. I authorize Pope Douglas Solid Waste Management to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

In connection with this application, I hereby authorize any and all former employers, organizations, where I have volunteered, 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 it's agents any and all information regarding my job performance and qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in the 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, volunteers, and references listed herein, and all agents' actions on behalf of 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 _____

THIS APPLICATION IS VALID ONLY FOR 60 DAYS FROM THE DATE ABOVE.

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