

APPLICATION FOR EMPLOYMENT
 AN EQUAL OPPORTUNITY EMPLOYER
 Breitung Township
 PO BOX 56
 33 First Avenue
 Soudan, MINNESOTA 55790

We welcome you as an applicant for employment with Breitung Township. It is Breitung Township's policy to provide equal opportunity in employment. Breitung Township will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory below for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

Breitung Township accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact the Clerk @ 218-753-6020.

TITLE OF POSITION FOR WHICH YOU ARE APPLYING: _____

Last Name	First Name	Middle Name	May we call you at work?	
			Yes	No

Mailing Address	City	State	Zip Code
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Home Address (if different)	City	State	Zip Code
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Home Phone	Work Phone	Cell Phone	Email Address
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Are you a US Citizen or do you have permission to work in the U.S.?

Are you age 18 or older?

Proof of citizenship or work eligibility will be required as a condition of employment.

FORMAL EDUCATION

Circle last grade of secondary school completed: 9 10 11 12

Did you graduate from high school/or received a GED? Yes No

COLLEGE/BUSINESS SCHOOL/TECH SCHOOL (List all that apply) Years of Attendance

VETERAN’S PREFERENCE

Are you applying for Veteran’s Preference Points? Yes ___ No ___

If you answered “yes,” you must complete the enclosed application for Veterans’ Preference points, and submit the application and required documentation to Breitung Township by the application deadline of the position for which you are applying.

APPLICANT’S SIGNATURE: THIS STATEMENT MUST BE SIGNED. (Read the following statements carefully before you sign this application.)

I hereby authorize Breitung Township and any agent acting on its behalf to conduct an inquiry into any job-related information contained in the application, including, but not limited to my records maintained by an educational institution relating to academic performance. I hereby authorize all current and previous employers (unless noted otherwise on this form) to release any information in their files pertaining to my employment history, including, but not limited to, the nature of my employment, wages, attendance records, performance reviews and disciplinary actions.

I understand that criminal history checks may be conducted (after I have been selected for an interview or if there is not an interview, after a conditional offer of employment has been made, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Breitung Township in writing of any changes to information reported in this application for employment.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with Breitung Township is “at will,” and that employment may be terminated by either Breitung Township or me at any time, with or without notice.

I certify that all of the statements by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false information or omission of information on this application, resume or any other materials, or during any interviews, may be cause for rejection, or dismissal if employed. I have read the below Applicant Data Practices Advisory and agree to supply the information on this form with full knowledge of the meaning of the Applicant Data Practices Advisory .

SIGNATURE OF APPLICANT: _____ **DATE:** _____

WORK EXPERIENCE: Provide a complete description of all qualifying experience, paid and/or volunteer, starting with the most recent position held.

EMPLOYER	ADDRESS	PHONE #	LENGTH OF EMPLOYMENT

May we contact your present employer?	Yes	No
May we contact former employers?	Yes	No

Resumes are encouraged to be submitted along with application.



APPLICANT DATA PRACTICES ADVISORY

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.001 – 13.90) includes two sections affecting applicants seeking employment with Breitung Township. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about the applicant, Breitung Township must advise you of:

- **The purpose and intended use of the data:** Breitung Township collects this information for purpose of selecting a candidate for hire and this information will be used in furtherance of that purpose. For public safety positions or in the event you have been selected for an interview or if there is not an interview, after a conditional offer of employment has been made, your data may be used to perform a criminal background check.
- **Whether you may refuse or are legally required to supply the requested data:** Completing this application for employment, as well as supplying any data on this application for employment is voluntary.
- **Any known consequences arising from your supplying or refusing to supply the data:** Breitung Township takes pride in hiring the best candidates, but it can’t do this without a complete application. Filling out the application is voluntary, and the more complete the application, the better your chances of conveying to Breitung Township you are the best candidate for the job. Refusal to provide a complete application (except as to optional portions) may result in immediate disqualification from consideration for a position.
- **The identity of other persons or organizations authorized by State or Federal law to receive the data you provide:** Please see below.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information (unless you are applying for or hired for an undercover law enforcement position):

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for Breitung Township, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes, except to the extent that release of time sheet data would reveal employee's reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;
- The complete terms of any settlement agreement (including buyout agreements), except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of Breitung Township staff needing it to process Breitung Township records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

If you have any questions regarding your rights as a subject of data, please contact Breitung Clerk's Office @ 218-753-6020. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS' PREFERENCE DOCUMENTATION: This information will be used only for documentation purposes for verifying marital status for requesting applicable spousal Veterans' Preference credits.

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "Member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

Breitung Township operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service-connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five (5) points preference only for the first promotion after securing employment with Breitung Township.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Position For Which You Applied	
			Closing Date:	
Address (Street)	(City)	(State)	(Zip)	Phone Number
				Are you a US Citizen or Resident Alien?
				<input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: _____%

Have you ever been promoted within Breitung Township employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).

Date of Death: _____ Have you remarried? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points).

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to Breitung Township by the required application deadline.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service-connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with Breitung Township. Please contact our office at 218-753-6020 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.