



Application for Employment

Please fill out **ALL** information on the enclosed form. **Incomplete applications will not be considered.**

Date:	Name: (Last, First, Middle)				
Mailing Address: (Street) (Apt. No.) (City) (State) (Zip Code)					
Phone:			Email:		
Do you have the legal right to work in the United States? Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(Final confirmation of employment with RNDC is contingent upon timely completion of an Employment Eligibility Verification Form (Form I-9))</small>		Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have any relatives employed by/on the board/commission of the RNDC? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, whom? _____	
Have you ever been dismissed or forced to resign a position? Yes <input type="checkbox"/> No <input type="checkbox"/>		How did you learn about this job for which you are applying?		Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been previously employed by the RNDC? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of hire/title:				Available Start Date:	
Position Applying For:		Type of Employment you are Seeking: Full-time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>			
Education Background: Indicate all levels of education you have completed.					
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Less than high school <input type="checkbox"/> HS Grad <input type="checkbox"/> Some college <input type="checkbox"/> Some graduate school </div> <div style="width: 45%;"> <input type="checkbox"/> 2 year college <input type="checkbox"/> Technical school <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree </div> </div>					
Education:		Type of Degree	Major/Minor		
Name	Location				
List any relevant registrations, licenses or certifications you have.					

Work Experience: Starting with your present or most recent employer, **list prior work history.** Attach other pages as necessary. **Provide explanation for any gaps in employment.**

Previous employer name:		Address, City, State	
Your supervisor's name		Supervisor's phone number	
Dates employed (month/year) From: To:	Ending Salary	Job Title	Reason for leaving

Provide detailed summary below of all job duties / accomplishments:

May we contact your current and previous employers prior to a job offer? Yes No Notify me first

Previous employer name		Address, City, State	
Your supervisor's name		Supervisor's phone number	
Dates employed (month/year) From: To:	Ending Salary	Job Title	Reason for leaving

Provide detailed summary below of all job duties / accomplishments:

Previous employer name		Address, City, State	
Your supervisor's name		Supervisor's phone number	
Dates employed (month/year) From: To:	Ending Salary	Job Title	Reason for leaving

Provide detailed summary below of all job duties / accomplishments:

Election of Veterans Preference

The RNDP awards Veterans Preference to qualified veterans and spouses of deceased veterans in accordance with MN Statutes, Section 197.455. Complete this section only if you are a veteran and claiming Veteran's Preference. NOTE: If you elect to use Veteran's Preference, you must provide a copy of your DD-214. Disabled veterans must also supply form FL-802 or an equivalent letter from Veteran's Administration. The spouse of a deceased veteran must provide a death certificate along with other required eligibility papers.

My supporting documentation: is attached.
will be submitted by the application deadline.

Type of preference you are claiming:

Veteran	Disabled Veteran
Spouse of Deceased Veteran	Spouse of Disabled Veteran

Computer Expertise: Please check the box next to all areas that you have experience in and attach a detailed summary of your experience with that software.

Microsoft Word years of experience
Microsoft Excel years of experience
Microsoft Outlook years of experience
Microsoft PowerPoint years of experience
Microsoft Access years of experience
One Note years of experience
Web development and/or editing software (please specify):

Expertise Checklist for position in which you are applying for. Please check the square next to all areas that you have experience in and attach a detailed summary of your experience in that area.

- | | |
|---|---|
| <input type="checkbox"/> Establishment and implementation of annual goals, strategies | |
| <input type="checkbox"/> Working with local units of government | |
| <input type="checkbox"/> Working with state and or federal programs | |
| <input type="checkbox"/> Developing contract for services | Meeting minutes |
| <input type="checkbox"/> Development of Safe Routes to School Plans | Knowledge of basic office equipment, i.e.,
copiers, printers, fax machines |
| <input type="checkbox"/> Development of County Hazard Mitigation Plans | Event planning |
| <input type="checkbox"/> Grant writing | Schedule coordination |
| <input type="checkbox"/> GIS | Social media experience |
| <input type="checkbox"/> Community strategic planning | Customer service skills |
| <input type="checkbox"/> Capital improvement planning | Conflict resolution |
| <input type="checkbox"/> Environmental reviews | Multitasking abilities |
| <input type="checkbox"/> Comprehensive planning and plan updates | Word processing; wpm _____ |
| <input type="checkbox"/> Telecommunication/broadband planning | Data entry |
| <input type="checkbox"/> Business retention and expansion processes | Constant Contact |
| <input type="checkbox"/> Community finance methods | Multi-line telephone system |
| <input type="checkbox"/> Loan fund management | |
| <input type="checkbox"/> MN DEED Small Cities Development Program | |
| <input type="checkbox"/> USDA Rural Development programs | |
| <input type="checkbox"/> Survey development and analysis | |
| <input type="checkbox"/> Renewable energy project development | |
| <input type="checkbox"/> Transportation planning | |

Application Attachment Checklist:

Cover letter highlighting three things you can contribute to the RNDC.

List work history

- **Include internships**
- **Explain any gaps in employment.**
- **Detailed explanation of work responsibilities and accomplishments**

Provided detailed summary of computer experience

Provided detailed summary of specific work experience relating to the position in which you are applying for.

Signed Certification and Authorization Statement

Form DD-214 or FL-802 if claiming veterans preference

Other Attachments: To assist us in evaluating your application, please feel free to attach any additional information necessary to describe your full qualifications. Please list attachments below:

Please provide at least four professional referrences we can contact prior to a job offer.

Reference One:

Name/Relationship

Phone Number

Reference Two:

Name/Relationship

Phone Number

Reference Three:

Name/Relationship

Phone Number

Reference Four:

Name/Relationship

Phone Number



Certification of Authorization Statement

Please read carefully and sign below:

I understand that this employment application and any other documents presented to me in the course of applying for employment with RNDC are not contracts or promises of employment. If employed, I understand the duration, hours, nature, compensation and benefits of my employment may be changed and modified from time to time without limitation or condition. Employment is at will in nature, meaning that the RNDC or the employee may terminate employment at any time, with or without notice.

I understand that if I am chosen as a finalist for this position a criminal background investigation, drivers record and credit check will be performed.

I authorize RNDC to investigate all statements on this application, including work history and education. I authorize my previous employers and work references to release any and all personnel data, including performance evaluations and complaints against me, to the RNDC as it relates to my application for employment at RNDC. Specifically, I release and waive any and all claims, including but not limited to claims for defamation, libel and slander, that I may have against any such individual or company as a result of their compliance with RNDC's request for information.

I authorize all schools, colleges, universities and other educational institutions I have attended to provide RNDC with all information which it seeks related to the dates of my attendance, the degrees I have earned, the courses I have taken, my grade point average and related matters. I waive and release any and all claims I may have against these institutions as a result of their compliance with RNDC's request for information.

I certify that the information I have provided in this application is true and correct to the best of my knowledge and belief. I understand that any false statements or omissions in this employment application form, or made in the course of applying for employment with RNDC, may disqualify me for employment or cause my subsequent dismissal from employment.

Applicant Signature

Date

EQUAL OPPORTUNITY EMPLOYER

The RNDC does not discriminate in employment and no question on this is used for the purpose of limiting or excluding any applicant's consideration for employment on the basis prohibited by local, state, or federal law.

DATA PRACTICES

In accordance with the Minnesota Government Data Practices Act, the RNDC is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private. The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications. You are not required to provide this information; however, it is necessary to determine if you are qualified for employment. If you do not supply the required information, the RNDC will not be able to consider you for employment. The use of the data we collect is limited to that necessary for the administration and management of the RNDC's employment practice. Persons or agencies with whom this information may be shared include: RNDC Executive Director, Finance Director, directors and supervisors in a department where the job openings occur. Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private. You may exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include: the right to see and obtain copies of the data maintained on you; the right to be told the contents and meaning of the data; and the right to contest the accuracy and completeness of the data. To exercise these rights, contact the Executive Director of the RNDC.