



IMPORTANT NOTICE

The City of Bloomington requires a **HANDWRITTEN SIGNATURE** on all employment applications. Job seekers **MUST SUBMIT A PAPER COPY** of this application; electronic submissions will not be accepted.

This form can be filled out and printed using Adobe Acrobat Reader.

THE PRINTOUT MAY BE YOUR ONLY RECORD of the data you entered. If you have Acrobat Reader 7 or later, you may be able to save the form with your entries.

Tip

Turning off the **+** symbol next to the fields

The Text Field Overflow symbol appears as a plus sign next to form fields and can cover text when the file is printed. For best results, turn this preference off.

1. Choose *File > Save* to save the file to your computer. Then open Acrobat Reader and the file.
2. Choose *Edit > Preferences (Windows)* or *Acrobat > Preferences (Mac OS)*, and select Forms on the left. Unclick the third check box down, "Show text field overflow indicator."

Temporary/Seasonal Employment Application

We welcome your application for employment. Please furnish us with complete information to assist us in giving you full consideration.

The City of Bloomington is an Affirmative Action Employer. It is our policy to provide equal employment opportunities to all. The City of Bloomington does not discriminate on the basis of

race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission. Individuals are evaluated and selected on the basis of merit.

Personal information

Name	Last	Full first	Full middle		
Permanent address	Street		City	State	Zip
College address (If applicable)	Street		City	State	Zip
Phone	Home	Business	Cell	Email	

Work preference

Type of work you are interested in or position for which you are applying	Date available
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Education and training

Highest grade completed <i>(Please circle)</i>	High school 9 10 11 12	College 13 14 15 16	Graduate school 1 2 MA PHD JD
Last high school	Name	Address	Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No

Schools

Type	Name/location	Dates attended		Credits completed		Degree received	Major/minor	Average grade
		From	to	Quarter	Semester			
College/university								
Graduate								

Summarize course work and training related to the position for which you are applying

Employment history – Present or most recent employer

Are you presently employed? <input type="checkbox"/> Yes <input type="checkbox"/> No	May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employer	Address		
Supervisor Name	Title	Telephone number	Full time? <input type="checkbox"/> Yes <input type="checkbox"/> No
Job title	Dates employed <i>(Month/year)</i> From To	Base salary/wage Start	Current or end
Nature of duties			
Reason for leaving or seeking change of position			

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Employment history continued

Employer		Address				Full time?
Supervisor	Name	Title	Telephone number		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Job title	Dates employed <i>(Month/Year)</i>	From	To	Base salary/wage	Start	End
Nature of duties						
Reason for leaving or seeking change of position						

Additional work experience

Relating to the type of employment you are seeking. Include full time, temporary and part time positions. Indicate dates, employer and job title.

What equipment do you operate that would relate to the duties of this position? *(i.e. Office equipment, maintenance-related equipment, etc.)*

General information

The primary reason for filing this application is to gain employment. However, please state briefly what prompted you to seek employment with the City.

What hours are you available for work?	Do you have a secondary job at this time?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you have the legal right to work in the U.S.?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have relatives, other than a spouse, in our employ?
	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes
			<input type="checkbox"/> No

Complete section if position requires a valid driver's license.

Do you have a valid driver's license? Yes No License number _____ Class A B C D

How many traffic tickets for moving violations have you received in the past five years? Number _____ Nature of offense _____

Veteran's status

This information is to determine your status as a veteran under the Veteran's Preference Statute, Minnesota Statutes, 43a.11.

Have you received an Honorable Discharge or Separation after serving more than 180 consecutive days in the military services for purposes other than training? Yes, I am a Veteran. No, I am not a Veteran.

Please read the following carefully and sign this application

1. I certify that all the information I have provided on this application is correct and that I have not omitted any information. I understand that giving false information or omitting requested information may disqualify me from further consideration for employment or result in dismissal, if discovered at a later date.
2. I authorize the City of Bloomington to verify the information I have provided in this Employment Application.
3. I hereby authorize all current and previous employers to release job-related information to the City of Bloomington. However, I understand that if, in the Employment Record section, I have answered "No" to the question, "May we contact your present employer?," contact with my current employer will not be made without my specific authorization.
4. I understand that prior to selection, the City of Bloomington may conduct a criminal history background check pursuant to the limitations of *Minnesota Statutes Chapter 364*.

Signature

Printed name

Date