



WHITE BEAR TOWNSHIP  
 1281 Hammond Road  
 White Bear Township, MN 55110  
 Phone: 651.747.2750  
 Fax: 651.426.2258  
[www.whitebeartownship.org](http://www.whitebeartownship.org)

## Application for Employment

Position for which you are applying: \_\_\_\_\_

**Personal Information:**

Last Name, First, Middle

Date:

Street Address

Phone

City, State, Zip

Cell #

Were you previously employed by White Bear Township?  Yes  No  
 If yes provide details: \_\_\_\_\_

Are you legally eligible for employment in the United States:  Yes  No

Do you have a valid Minnesota Driver's License?  Yes  No

**Education and Training:**

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

How many years of education have you had beyond high school? \_\_\_\_\_

Name of Technical, Community, College, University Attended	City/State	Certificate/Degree Attained	Major Course(s) of Study

**White Bear Township is an Affirmative Action/Equal Opportunity Employer.**

For Office Use Only – Date Received: \_\_\_\_\_

**Employment & Business Experience** (List more recent job first, attach additional sheets if necessary.)

Company Name	Phone (including area code)	
Address	Employment Dates (Start-End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties: _____ _____ _____ _____		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Company Name	Phone (including area code)	
Address	Employment Dates (Start-End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties: _____ _____ _____ _____		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Company Name	Phone (including area code)	
Address	Employment Dates (Start-End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties: _____ _____ _____ _____		
May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Special Skills & Training:** (Include any special skills or training that you feel more fully explains your qualifications for employment, i.e. License, Certifications, machine operations, etc.)


**Additional Information:** (List additional information that you feel may be important for us to know in evaluating your application, i.e. professional memberships, relevant community activities or volunteer work, skills or specific accomplishments.)


**References:** (Please list 3 people who are not relatives, whom can be contacted regarding your qualifications, work habits and/or character.)

Name	Address	Phone (including area code)	How/Length of time you've known them

**As an applicant you agree to and understand the following:**

White Bear Township is an Equal Opportunity Employer. Discrimination because of race, sex, color, religion, national origin, physical or mental disabilities, or status as a disabled Veteran or Veteran of the Vietnam area is prohibited. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40, but less than 70 years of age. If you believe you have been discriminated against, you may notify the appropriate federal or state agencies.

You understand that your employment at White Bear Township will be conditioned on your qualifications as a U.S. Citizen or as an alien authorized to work in the United States. You will be required to provide proof of your qualification on or after the commencement of your employment with the Township under the Immigration Reform and Control Act of 1986. Your failure to provide the necessary documentation or other proof may be sufficient to disqualify you for employment and could result in your immediate discharge.

White Bear Township may conduct investigations, including verification of prior employment history and education. By signing this application, you authorize the Township to make these investigations and indicate your awareness that false statements or failure to disclose information may be sufficient to disqualify you for employment or, if employed, may result in your dismissal.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Veteran's Preference:**

Claim for Veteran's Preference: Veteran's preference will be applied subject to the provisions of Minnesota States 43A.11. To qualify for preference you must have 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, and be a United States citizen or resident alien; or be the surviving spouse of a deceased veteran or be the spouse of a disabled veteran who, because of such disability, is unable to qualify; and not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service. If you qualify for the position for which you are applying, do you intend to claim a veteran's preference?  Yes  No If yes, please check the preference you are claiming:

- Veteran (10 pts)
- Spouse of deceased Veteran
- Disabled Veteran (15 pts)
- Spouse of disabled Veteran who is unable to use preference due to disability (15 pts)

**Please Note: You must submit forms DD214 and USD VA letter if claiming disabled status, in order to receive preference points.**

**Tennessee Warning:**

Minnesota Law requires that you be informed of the purposes and intended uses of the information you provide to White Bear Township during the application process or during employment.

Any information about yourself that you provide to the Township during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the Township. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you fail to supply information requested in the application, it may mean that your application will not be considered.

You are hereby advised that under Minnesota Law, the following information about you must be made available to any member of the public who requests it:

Veteran Status	Relevant Test Scores	Rank on eligibility list
Job History	Education and Training	Work availability

Your name will not be made available to the public unless you are selected to be interviewed by the Township.

All other information about yourself that you provide during the application process or during employment with the Township is classified as private under State Law. That is, information may not be provided to members of the public except:

- Persons authorized to have access to the information under State Law; and
- Persons authorized by court order to have access to the information; and
- Persons to whom you consent in writing to have access to the information.

**Applicant Must Sign as Acknowledgement of Tennessee Warning:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_