

DAKOTA COUNTY EMPLOYMENT APPLICATION



Employee Relations Department
 Dakota County Administration Center
 1590 Highway 55
 Hastings, MN 55033-2372
 Phone: 651.438.4435 TDD: 651.438.4618
www.dakotacounty.us

Received: _____

QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.

JOB INFORMATION

* POSITION TITLE: **SHELVING ASSISTANT**

PERSONAL INFORMATION

* FIRST NAME	MIDDLE INITIAL	* LAST NAME
* ADDRESS		
* CITY	* STATE	* ZIP
* HOME PHONE	ALTERNATE PHONE	
* EMAIL ADDRESS		

HIGH SCHOOL EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES NO

IDENTIFY YOUR HIGHEST LEVEL COMPLETED? 7 8 9 10 11 12 SOME COLLEGE YEARS COMPLETED _____

SCHOOL NAME	CITY	STATE
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WORK HISTORY

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK	MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>
DUTIES		
REASON FOR LEAVING		

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME & TITLE)
HOURS WORKED PER WEEK	MONTHLY SALARY	MAY WE CONTACT THIS EMPLOYER? YES <input type="checkbox"/> NO <input type="checkbox"/>
DUTIES		
REASON FOR LEAVING		

AGENCY WIDE QUESTIONS

- * 1. PLEASE INDICATE **WHICH LOCATION(S)** YOU ARE WILLING TO WORK: (CHECK ALL THAT APPLY)
- | | | |
|---------------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Apple Valley | <input type="checkbox"/> Farmington | <input type="checkbox"/> Lakeville |
| <input type="checkbox"/> Burnsville | <input type="checkbox"/> Hastings | <input type="checkbox"/> Rosemount |
| <input type="checkbox"/> Eagan | <input type="checkbox"/> Inver Grove Heights | <input type="checkbox"/> West St Paul |
- * 2. PLEASE INDICATE **HOW MANY HOURS** YOU ARE WILLING TO WORK EACH WEEK: _____
- * 3. PLEASE INDICATE WHAT **DAYS OF THE WEEK** YOU ARE WILLING TO WORK: Sun. Mon. Tues. Wed. Thurs. Fri. Sat.
- * 4. PLEASE INDICATE WHAT **TIME OF DAY** YOU ARE AVAILABLE TO WORK ON THE: Weekdays _____ Weekends _____
5. PLEASE IDENTIFY ALL COMPUTER HARDWARE & SOFTWARE SKILLS YOU ARE PROFICIENT IN:
- | | |
|--|---|
| <input type="checkbox"/> Internet | <input type="checkbox"/> Microsoft Outlook |
| <input type="checkbox"/> Microsoft Excel | <input type="checkbox"/> Microsoft PowerPoint |
| <input type="checkbox"/> Microsoft FrontPage | <input type="checkbox"/> Microsoft Word |
- * 6. WILL YOU BE LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES AT THE TIME OF A POTENTIAL JOB OFFER? YES NO
7. IF YOU NEED SPECIAL ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THE DAKOTA COUNTY HIRING PROCESS, PLEASE EXPLAIN:

SKILLS

LANGUAGES OTHER THAN ENGLISH THAT YOU ARE PROFICIENT IN

LANGUAGE	<input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE	LANGUAGE	<input type="checkbox"/> SPEAK <input type="checkbox"/> READ <input type="checkbox"/> WRITE
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ADDITIONAL INFORMATION

Honors & Awards, Interests & Activities, Personal, Volunteer Experience, Other/Miscellaneous

REFERENCES

Please list references you wish to include (Personal/Professional). Please include: Name, title, phone number, email, and mailing address.

APPLICANT DECLARATIONS

Dakota County provides equal employment and advancement opportunities without regard to race, color, religion, creed, age, gender, national origin, marital status, disability, sexual orientation or public assistance status.

Pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes 13.01 -13.88, the following information provided in the application is considered private data: name, home address, home phone number, racial/ethnic data, age and gender (racial/ethnic data, age and gender questions are voluntary). This data is available only to staff who have business reasons for use. My name will become public data when/if I am referred for consideration for employment. All other information I supply on this application, with the exception of private data indicated above, will become public data upon becoming a finalist.

I understand that I will be required to provide documentation that verifies my right to work in the United States upon employment.

All statements made on this application are true, complete and correct to the best of my knowledge and belief. I understand these statements are subject to verification. Misrepresentation or falsification of information or material omissions may result in rejection of current applications submitted or subsequent discipline up to/ including dismissal from employment if discovered at a later date. Falsification or omission may also result in materials not being accepted for future employment opportunities.

I have read and understand the above information.

X _____
SIGNATURE OF APPLICANT

DATE