



MURRAY COUNTY

APPLICATION FOR EMPLOYMENT

Human Resources
2848 Broadway Ave
Slayton, MN 56172
507-836-1149

Application Process

All application materials must be received by the Human Resource's Department by the closing date of the position posting. Late application materials will not be considered. Murray County is not responsible for failure of other agencies, Internet service providers or postal services to forward applications by the closing date. Applications may be rejected when the county is not able to verify answers to the supplemental questions, or when applications are incomplete. All applications shall include the applicant's signature and date of application.

Equal Employment Opportunity

It is the policy of Murray County to provide equal employment opportunity for all, without discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, genetic information or age.

Data Privacy Notice

The information requested on this application is intended to be used by the County in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the County being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the County may be unable to provide the necessary accommodations if you do not provide the information in the Personal Data section. The information on this application which is classified as private data under the Minnesota Government Data Practices Act, will not be released outside the County without your Consent except as necessary for tax purposes or as otherwise required by state or federal law.

Position Desired

Title of position for which you are applying: _____

Date available to begin employment: _____

Personal Data

Name: _____
Last First Middle

Address: _____
Street City State Zip

Home Phone: (_____) _____ Alternate Phone: (_____) _____

Are you either a U.S. citizen or legally eligible to hold employment in the United States? Yes No

Have you previously worked for Murray County? Yes No

If yes, position held/department: _____

Do you have any special needs that may necessitate accommodations in the application/interview?

Yes No

If yes, please describe the type of accommodation requested: _____

List all other names under which you have been employed or under which your employment or educational records may be found: _____

Work and Volunteer Experience

List **all** work experience, whether or not relevant to this position, and all relevant volunteer experience, most recent to be listed first. Attach additional sheets if necessary. **Do not write "SEE RESUME".**

| | | |
|-------------------|---|------------------------|
| Employer Name: | Job Title: | |
| Employer Address: | Start Date: | End Date: |
| | Starting Salary: | Ending/Present Salary: |
| Phone Number: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: _____ avg. hrs. per week | |
| Supervisor Name: | Reason for Leaving: | |
| Job Duties: | | |

| | | |
|-------------------|---|------------------------|
| Employer Name: | Job Title: | |
| Employer Address: | Start Date: | End Date: |
| | Starting Salary: | Ending/Present Salary: |
| Phone Number: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: _____ avg. hrs. per week | |
| Supervisor Name: | Reason for Leaving: | |
| Job Duties: | | |

| | | |
|-------------------|---|------------------------|
| Employer Name: | Job Title: | |
| Employer Address: | Start Date: | End Date: |
| | Starting Salary: | Ending/Present Salary: |
| Phone Number: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: _____ avg. hrs. per week | |
| Supervisor Name: | Reason for Leaving: | |
| Job Duties: | | |

| | | |
|-------------------|---|------------------------|
| Employer Name: | Job Title: | |
| Employer Address: | Start Date: | End Date: |
| | Starting Salary: | Ending/Present Salary: |
| Phone Number: | <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time: _____ avg. hrs. per week | |
| Supervisor Name: | Reason for Leaving: | |
| Job Duties: | | |

Education

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

Name and location of last high school attended: _____

List any additional education below:

| Name and Location of School | Dates of Attendance | Course of Study | Did You Graduate? | Certificate or Degree |
|-----------------------------|---------------------|-----------------|---|-----------------------|
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

Licensure

Do you have a valid driver's license? Yes No If yes, state of issue _____

Class _____

List all other current licenses, registrations, or certificates relevant to the position for which you are applying. All applicable licenses or certifications must be received in the County Administrator's Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.

| License Name and Number | Issued By | Date | Expiration |
|-------------------------|-----------|------|------------|
| | | | |
| | | | |
| | | | |

Other Relevant Training/Experience

List/describe any other training and/or experience relevant to the position for which you are applying:

References

List three references. These should be people in a position to discuss your qualifications for the position you seek. Especially include managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The County reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

| Name of Reference | Present Address | Phone Number | Occupation and Relationship |
|-------------------|-----------------|--------------|-----------------------------|
| | | | |
| | | | |
| | | | |

Criminal Background Information

The County may request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions, criminal background information will be requested during the application stage. Further, the County may conduct a criminal background check on individuals upon making a contingent job offer. If a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check are received and the content is acceptable to the County and the appointing authority.

Veteran Status

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes No

Do you wish to claim Veteran's Preference Points? Yes No

If you are a disabled veteran and wish to claim additional points, please check here:

A copy of your DD-214 must be attached in order to claim veteran's preference.

Prior Employment

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes No

If so, identify the employer and describe the circumstances:

Unexcused Absences From Work

How many unexcused absences from work did you have during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? _____

Personal Statement

Please indicate why you are interested in the position and what you hope to accomplish if selected.

Certification, Acknowledgment and Release

I certify that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal should I be employed by the County.

I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the County Board or the appointing authority has been made and that, until such approval has occurred, the County shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered ("volunteer organizations") and references named in this application, or any agent of such former employer or volunteer organizations, to release to the County and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the County will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

I hereby release the County and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said County, former employers, volunteer organizations and references, from any and all liability of whatever nature by reason of requesting or providing such information.

If Murray County makes a conditional offer of employment to you, you will be required to pass a drug test meeting the requirements of Minnesota law.

Date _____ Signature _____

(Do Not Print)

Application Supplement

| | |
|------------------------|----------------------------------|
| Position: | Economic Development Coordinator |
| Applicant Name: | |

Instructions – Please complete the following, sign and return with your application for employment

The purpose of the supplemental questions listed below is to further evaluate your training, experience and education to determine your eligibility for this job classification.

Education/Training/Experience:

1. Do you have a High School diploma/GED? Yes No
2. Do you have an associate degree, or any equivalent combination of education, training and experience which provides the requisite knowledge and abilities for this position? Yes No
If yes what degree _____

3. Do you have at least two years of administrative or clerical experience? Yes No
If yes explain _____

4. Do you have a valid MN driver's license? Yes No
5. Have you had experience with making agendas for a committee? Yes No
If yes explain _____

6. Are you proficient in keyboarding and typing? Yes No
If yes explain _____

7. Do you have experience with customer service in an office setting? Yes No
If yes explain _____

8. Please select the items below of which you have work experience with:
 Microsoft Word
 Microsoft Excel
 Microsoft Outlook
 Other _____
9. Do you have experience producing a spreadsheet? Yes No
If yes explain _____

10. Do you have experience with power point presentations? Yes No
If yes explain _____

| |
|---|
| 11. Have you had experience preparing a market plan or a financial plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes explain _____ _____ |
| 12. Do you have experience developing a long-range capital improvement plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes explain _____ _____ |
| 13. Do you have experience preparing and monitoring an annual operating budget? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes explain _____ _____ |

| |
|---|
| Signature: |
| I hereby state that the information contained in this document is an accurate description of my education, training and experience. |
| |
| Your Signature: |
| Date: |