



EMPLOYMENT APPLICATION

***** You must complete this application fully, even if information is duplicated on any other requested document (e.g. a resume or cover letter). Do not include any unsolicited items (i.e. documents that are not specifically requested) because they will not be reviewed or retained. Falsified or misleading statements on this application and addendums may be grounds for disqualifying you from being further considered for employment with the City of Cook. *****

How did you learn about this position? (Optional)

(Circle one or please specify)

Specific Organization: [Cook News Herald] [LMC] Other: _____

Miscellaneous: Walk-in Posting City's Web Site Other Web Site Other: _____

PERSONAL INFORMATION				
First Name		Last Name		Middle Name
Current Mailing Address			City	State Zip Code
Phone Numbers	Home: () Work: () Cell: ()	E-mail Address		

Have you filed an application here before? NO YES If yes, give date(s)

Have you ever been employed here before? NO YES If yes, give date(s)

EMPLOYMENT DESIRED				
Position Title		Date Available		Salary Required/Desired
Available to work: <i>(Circle one)</i>	Full-time	Part-time	Temporary	Seasonal

Request for Accommodation

If you require assistance in the hiring process,

please contact the City's Administrator or appropriate department supervisor
to make a specific request for reasonable accommodation.

*****List the most recent (or current) employer first, then next most recent, and so forth.*****

WORK EXPERIENCE		<i>Employer 1</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Last Pay Hours Worked		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 2</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Last Pay Hours Worked		
Reason for Leaving		
WORK EXPERIENCE		<i>Employer 3</i>
<i>May we contact this employer?</i> YES NO If no, explain:		
Employer		Phone Number
Address		Supervisor's Name and Title
Position Title	Description of Duties	
Length of Employment From: To:		
Last Pay Hours Worked		
Reason for Leaving		

EDUCATION			
Did you graduate from high school or receive a GED? YES NO			
<i>Name and Location of School/Program attended:</i>			
Name and Location of College, University, or Technical School	Did you graduate?	Degree/Diploma	Program of Study
	YES NO		
	YES NO		
	YES NO		

REFERENCES		
<i>Please list four individuals who can be contacted regarding your job-related qualifications. No relatives or supervisors.</i>		
Name	Present Address	Phone Number

Are you 18 years or older? YES NO
Are you legally eligible to work in the United States? YES NO
(Proof will be required if hired)

ACKNOWLEDGEMENT/CERTIFICATION

I acknowledge the City of Cook has the right to verify information contained in this application and any addendum, including, but not limited to, any driving record, any criminal history, my credit history, my educational records such as transcripts, and work records as may be necessary to determine my eligibility for employment. To the degree allowed by federal and state law, I hereby release the City of Cook and any agent(s) from any and all liability by reason of requesting such information from any person or entity.

I certify that answers given herein are true and complete to the best of my knowledge and I understand that, if employed, falsified or misleading statements on this application and addendum or made during an interview, which may be discovered now or anytime in the future, are grounds for dismissal. I acknowledge this document is not and should not to be construed as a contract or offer of employment and understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature _____ Date _____

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

Certain information in this application is considered private; that is, it may be released only to you and agencies where you may be considered for employment. Information in this application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd 2 and Subd 3).

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Address	To be able to send you correspondence.	Yes	Failure to provide may be cause for rejection of your application.
Home Telephone	To be able to contact you to arrange for an interview, if granted.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.

The City of does not discriminate on the basis of race, color, religion, creed, national origin, age, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership in a local commission, or any other legally protected status in its hiring or employment practices.