



WHITE BEAR LAKE CONSERVATION DISTRICT (WBLCD) Employment Application

White Bear Lake Conservation District • 4701 Highway 61 N • White Bear Lake MN 55110 • 651-429-8520 • wblcd25@gmail.com

GENERAL INFORMATION				
JOB TITLE:		DATE OF APPLICATION:		DATE AVAILABLE FOR WORK:
LAST NAME:	FIRST NAME:		MIDDLE NAME:	SOCIAL SECURITY NUMBER:
STREET ADDRESS:		CITY:		STATE:
ZIP CODE:	DAYTIME PHONE NUMBER:	EVENING OR SECONDARY PHONE NUMBER:	DRIVER'S LICENSE OR STATE ID NUMBER:	
WORK EXPERIENCE				
LIST YOUR PRESENT OR MOST RECENT EXPERIENCE FIRST. (Do not include dates more than 10 years ago.) ATTACH ADDITIONAL SHEET IF NECESSARY. BE COMPLETE.				
EMPLOYING FIRM:		ADDRESS:		PHONE NUMBER: ()-
POSITION/TITLE:			NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:			SUPERVISOR:	SUPERVISOR'S TITLE:
LAST SALARY:	HOURS PER WEEK:		REASON FOR LEAVING:	
PRINCIPAL RESPONSIBILITIES:				
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, PLEASE EXPLAIN)				
EMPLOYING FIRM:		ADDRESS:		PHONE NUMBER: ()-
POSITION/TITLE:			NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:			SUPERVISOR:	SUPERVISOR'S TITLE:

LAST SALARY:	HOURS PER WEEK:	REASON FOR LEAVING:
PRINCIPAL RESPONSIBILITIES:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, PLEASE EXPLAIN)		
EMPLOYING FIRM:	ADDRESS:	PHONE NUMBER: ()-
POSITION/TITLE:	NUMBER AND TYPE OF POSITIONS YOU SUPERVISED:	
LENGTH OF EMPLOYMENT: FROM: TO:	SUPERVISOR:	SUPERVISOR'S TITLE:
LAST SALARY:	HOURS PER WEEK:	REASON FOR LEAVING:
PRINCIPAL RESPONSIBILITIES:		
MAY WE CONTACT THIS EMPLOYER? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF NO, PLEASE EXPLAIN)		

EDUCATION

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVED A GED? <input type="checkbox"/> YES <input type="checkbox"/> NO SCHOOL ATTENDED:	HOW MANY YEARS OF EDUCATION HAVE YOU COMPLETED? (circle one) GRADE SCH: 7 8 HIGH SCH: 9 10 11 12 COLLEGE: 13 14 15 16 POST GRAD: 1 2 MA PHD
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NAME AND LOCATION OF COLLEGE, UNIVERSITY OR TECH SCHOOL	QTR. OR SEM. HOURS	DID YOU GRADUATE?	CERTIFICATE OR DEGREE	COURSE OF STUDY

RELEVANT CURRENT PROFESSIONAL MEMBERSHIPS, REGISTRATIONS OR LICENSES. INCLUDE DATE ISSUED:

JOB RELEVANT VOLUNTEER AND UNPAID WORK EXPERIENCE

KIND OF VOLUNTEER ACTIVITY (Do not specify organization)	MAJOR RESPONSIBILITIES	PERCENT OF TIME PER RESPONSIBILITY	NUMBER OF HOURS PER MONTH	NUMBER OF YEARS

DESCRIBE ANY ADDITIONAL EXPERIENCE OF TRAINING THAT QUALIFIES YOU FOR THIS JOB:

OFFICE EQUIPMENT, WORD PROCESSING AND COMPUTER EXPERIENCE

HARDWARE EXPERIENCE (be specific)

SOFTWARE EXPERIENCE (be specific)

OTHER:	TYPING SPEED: (words per minute)
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DO YOU HAVE A VALID DRIVER'S LICENCE AND VEHICLE TO DRIVE FOR WORK IF REQUIRED? YES NO

REFERENCES

GIVE THE NAMES OF AT LEAST FOUR PEOPLE OTHER THAN RELATIVES WHO CAN BE CONTACTED REGARDING YOUR QUALIFICATIONS, WORK HABITS AND CHARACTER.

NAME	PRESENT ADDRESS	TELEPHONE	POSITION AND RELATION TO YOUR WORK

LEGAL TO WORK

DO YOU LEGALLY HAVE THE RIGHT TO WORK IN THE UNITED STATES? YES NO

IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE WHITE BEAR LAKE CONSERVATION DISTRICT HIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF HIRED, YOU WILL BE REQUIRED TO PROVIDE WRITTEN DOCUMENTATION OF CITIZENSHIP OR LEGALIZED ALIEN PROGRAM.

CRIMINAL RECORD

DURING THE PAST 10 YEARS HAVE YOU SERVED A SENTENCE IN JAIL OR PRISON PLEAD GUILTY TO OR BEEN CONVICTED OF A FELONY, GROSS MISDEMEANOR, OR MISDEMEANOR FOR WHICH A JAIL SENTENCE COULDED HAVE BEEN IMPOSED? YES NO

(You may answer "no" if the conviction or criminal records have been annulled, sealed, set aside or purged, or if you have been pardoned pursuant to the law.)

IF YOU ANSWERED "YES" PLEASE ATTACH A SEPARATE SHEET WITH EXPLANATION. INFORMATION CONCERNING THIS QUESTION WILL NOT BE USED TO AUTOMATICALLY BAR YOU FROM EMPLOYMENT, UNLESS RELATED TO THE POSITION OF EMPLOYMENT SOUGHT. SOME POSITIONS APPLIED FOR MAY REQUIRE A CRIMINAL BACKGROUND CHECK AS A CONDITION OF EMPLOYMENT.

BACKGROUND CHECKS

THE WHITE BEAR LAKE CONSERVATION DISTRICT CONDUCTS CRIMINAL HISTORY BACKGROUND CHECKS ON POTENTIAL EMPLOYEES.

ACCOMMODATIONS

DO YOU HAVE ANY PHYSICAL OR HEALTH LIMITATIONS THAT WOULD REQUIRE SPECIAL OR REASONABLE ACCOMMODATIONS BY THE DISTRICT: YES NO IF YES, PLEASE DESCRIBE THE NATURE OF THE ACCOMMODATION:

DATA PRIVACY NOTICE

THE MINNESOTA GOVERNMENT DATA PRACTICES ACT REQUIRES THAT YOU BE INFORMED OF THE PURPOSES AND INTENDED USES OF THE INFORMATION YOU PROVIDED TO THE WHITE BEAR LAKE CONSERVATION DISTRICT DURING THE APPLICATION PROCESS OR DURING EMPLOYMENT. ANY INFORMATION ABOUT YOURSELF THAT YOU PROVIDE WILL BE USED TO IDENTIFY YOU AS AN APPLICANT AND TO ASSESS YOUR QUALIFICATIONS FOR EMPLOYMENT WITH THE DISTRICT. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT, YOU ARE REQUIRED TO PROVIDE THE INFORMATION REQUESTED IN THE APPLICATION FOR EMPLOYMENT. IF YOU REFUSE TO SUPPLY INFORMATION REQUESTED BY THE DISTRICT, IT MAY MEAN YOUR APPLICATION WILL NOT BE CONSIDERED.

YOU ARE HEREBY ADVISED THAT, UNDER MINNESOTA LAW, THE FOLLOWING INFORMATION GIVEN BY AN APPLICANT IS CONSIDERED TO BE PUBLIC: VETERAN STATUS, RELEVANT TEST SCORES, RANK ON OUR ELIGIBLE LIST; JOB HISTORY; EDUCATION AND TRAINING; WORK AVAILABILITY.

AS AN APPLICANT, YOUR NAME IS CONSIDERED PRIVATE UNTIL YOU ARE CERTIFIED AS ELIGIBLE FOR APPOINTMENT TO A POSITION OR WHEN APPLICANTS ARE CONSIDERED BY THE APPOINTING AUTHORITY TO BE FINALISTS FOR A POSITION WITH THE WHITE BEAR LAKE CONSERVATION DISTRICT. "FINALIST" MEANS AN INDIVIDUAL WHO IS SELECTED TO BE INTERVIEWED BY THE APPOINTING AUTHORITY PRIOR TO SELECTION.

THE DATA CONCERNING YOU, WHICH IS PLACED IN YOUR APPLICATION FOLDER OR IN YOUR PERSONNEL FILE AND WHICH IS NOT LISTED AS PUBLIC, IS PRIVATE. THIS PRIVATE DATE WILL BE SHARED WITH YOU AND THOSE MEMBERS OF THE BOARD OF DIRECTORS WHO NEED IT TO PROCESS THE APPLICATION, UPDATE YOUR PERSONNEL RECORD, EVALUATE YOUR WORK PERFORMANCE AND IF YOU ARE HANDICAPPED, PROVIDE THE NECESSARY ACCOMMODATIONS. IT MAY ALSO BE SHARED WITH THE FOLLOWING: PERSONS AUTHORIZED TO HAVE ACCESS TO THE INFORMATION UNDER STATE OR FEDERAL LAW; 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.

WITH THE EXCEPTION OF RACIAL AND ETHNIC DATA, THE DATA YOU GIVE US ABOUT YOURSELF IS NEEDED TO IDENTIFY YOU AND TO ASSIST DETERMINING YOUR SUITABILITY FOR THE POSITION FOR WHICH YOU ARE APPLYING. RACIAL AND ETHNIC DATA IS USED TO MONITOR PROTECTED CLASS EMPLOYMENT AND TO MEET FEDERAL, STATE, AND LOCAL REPORTING REQUIREMENTS. FURNISHING RACIAL AND ETHNIC DATA ABOUT YOURSELF, AS WELL AS YOUR SOCIAL SECURITY NUMBER, IS VOLUNTARY.

I CERTIFY THAT ANSWERS HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT THIS APPLICATION IS NOT, AND IS NOT INTENDED, TO BE A CONTRACT FOR EMPLOYMENT. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, OR INTERVIEW(S), MAY RESULT IN DISCHARGE. I UNDERSTAND ALSO THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE DISTRICT.

I CERTIFY THAT I HAVE READ THIS NOTICEREGARDING THE MINNESOTA DATA PRACTICES ACT (MN STATUTES 1301- 1390), AND I UNDERSTAND MY RIGHTS AS A SUBJECT OF DATE.

SIGNATURE: _____ DATE: _____

SIGNATURE

I UNDERSTAND THE WHITE BEAR LAKE CONSERVATION DISTRICT HAS THE RIGHT TO VERIFY INFORMATION PROVIDED IN THE APPLICATION. IF THERE ARE ANY MISREPRESENTATIONS ON THIS APPLICATION OR MY RESUME OR MADE BY ME IN AN INTERVIEW, WHICH MAY BE DISCOVERED NOW OR ANY TIME IN THE FUTURE, I MAY BE DISCHARGED FOR CAUSE WITHOUT SEVERANCE PAY OF ANY KIND. FALSE INFORMATION OR MISREPRESENTATION MAY ALSO SUBJECT ME TO THE PENALTY PROVISIONS OF M.S. § 43A.39.

IN CONNECTION WITH THIS APPLICATION FOR EMPLOYMENT, I AUTHORIZE WHITE BEAR LAKE CONSERVATION DISTRICT AND ANY AGENT ACTING ON ITS BEHALF TO CONDUCT ANY INQUIRY INTO ANY JOB-RELATED INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING, BUT NOT LIMITED TO, MY RECORDS MAINTAINED BY AN EDUCATIONAL INSTITUTION RELATING TO ACADEMIC PERFORMANCE SUCH AS TRANSCRIPTS. MOREOVER, I HEREBY RELEASE THE WHITE BEAR LAKE CONSERVATION DISTRICT AND ANY AGENT ACTING ON ITS BEHALF FROM ANY AND ALL LIABILITY BY REASON OF REQUESTING SUCH INFORMATION FROM ANY PERSON.

I DECLARE THAT ANY AND ALL STATEMENTS IN THIS APPLICATION OR INFORMATION PROVIDED ARE TRUE AND COMPLETE AND HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED HEREIN.

SIGNATURE: _____ DATE: _____

THE WHITE BEAR LAKE CONSERVATION DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

THE WHITE BEAR LAKE CONSERVATION DISTRICT DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN THE ADMISSION OR ACCESS TO OR TREATMENT OF OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. IT IS THE POLICY OF THE WHITE BEAR LAKE CONSERVATION DISTRICT TO PROVIDE REASONABLE ACCOMMODATIONS TO KNOWN PHYSICAL AND MENTAL LIMITATIONS OF QUALIFIED HANDICAPPED APPLICANTS AND EMPLOYEES IN ORDER TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN QUESTION.

THE WHITE BEAR LAKE CONSERVATION DISTRICT IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

Notice of Rights and Informed Consent to Release Information for Driver’s License and Criminal History Records and Offense Reports (“Tennessee Warning”)

As part of your on-going application process with the White Bear Lake Conservation District, you are being asked to supply private data that was not requested on the application form. The White Bear Lake Conservation District is requesting that you voluntarily supply the data in order to determine your suitability for employment for the position for which you have applied. You may refuse to provide any requested data; however, a refusal may cause your application for employment to be removed from consideration.

Private data, such as date of birth, and driver’s license number can be shared with the Human Resources Department, the Payroll Department, and the department to which you are applying. Otherwise, unless authorized by state statutes or federal law, your private data may not be released to any other person or agency without your written consent. A written consent for release of private data is known as “INFORMED CONSENT.” Any public data you provide is available to anyone requesting it.

The private data the White Bear Lake Conservation District is now requesting from you is as follows:

Your Name and current address: _____
(Please print full name: first, middle, and last)

Address of the last five years: _____

Driver’s License Number: _____ State Issued _____

Date of Birth: _____

Former Name(s): _____

Sex: Female _____ Male _____

I understand the above notice of rights

Signature: _____ Date: _____

INFORMED CONSENT FOR RELEASE OF INFORMATION

I, _____, authorize the White Bear Lake Conservation District to provide my: full name, previous name(s), date of birth, driver's license number, home address and previous addresses to the Ramsey County Sheriff's Office, the Minnesota Bureau of Criminal Apprehension, Department of Driver and Vehicle Services, the National Crime Information Center, Federal Bureau of Investigation, and any other law enforcement agencies with which I have had contact that has records about me, in order to determine my suitability for employment with White Bear Lake Conservation District.

I, _____, authorize the Ramsey County Sheriff's Office, the Minnesota Bureau of Criminal Apprehension, Minnesota Department of Driver and Vehicle Services, and other law enforcement agencies with which I have had contact, to release any public, private, or confidential information pertaining to my driver's license record, Bureau of Criminal Apprehension records and/or National Crime Information Center records and any and all other offense report records to the White Bear Lake Conservation District in order to determine my suitability for employment.

I understand that this written consent is valid for one year, but that it may be revoked by me at any time prior to the one-year expiration, except to the extent that action has been taken in reliance upon it. I can revoke this consent by filing a written request with the White Bear Lake Conservation District terminating the consent. I also understand that this data and related criminal history record check is defined by Minn. Stat. § 13.43 as personnel data and shall be treated as such.

Date Executed: _____

Signature: _____



**INFORMED CONSENT
RELEASE OF PREDATORY OFFENDER
REGISTRATION DATA**



PLEASE PRINT LEGIBLY - USE COMPLETE NAME, INCLUDING MIDDLE NAME

First Name: _____ Middle Name: _____ Last Name: _____

Maiden or Former Last Name (s): _____

Date of birth: _____

Social Security Number: _____

Driver's License number: _____ Issuing State: _____

Current Address:

Street Address: _____

Apartment/Unit: _____

City/State/Zip Code: _____

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to Ramsey County and the White Bear Lake Conservation District any information contained about me in the Minnesota Predatory Offender Registry, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension, Ramsey County and the White Bear Lake Conservation District from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This authorization shall be valid for a period of twelve (12) months from the date of signature.

Signature: _____ Date: _____

Affirmative Action Information

(voluntary)

To All Applicants:

The information requested below will be used for statistical purposes only. It will enable us to evaluate our recruitment process in light of federal and state equal opportunity laws. Your cooperation is strictly voluntary. Your application will be reviewed whether or not you provide this information.

Thanks for your help!

Date: _____ Position for which applying: _____

Gender: Male Female: Age: _____

Ethnic Identification: White Black Hispanic American Indian Other _____

Do you have a disability that substantially limits basic work activities? Yes No

Special Notice to Disabled Individuals:

If you are a disabled person, you are invited to volunteer information concerning any personal physical or mental disability and your suggestions on how we may accommodate you: _____

How did you learn about this job?

- Internet website (which one? _____)
- Newspaper (which one? _____)
- School job posting (which school? _____)
- Employment agency (Which one? _____)
- Other: _____