

HUTCHINSON UTILITIES COMMISSION



APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment. It is our policy to provide equality of opportunity in employment. This policy prohibits discrimination on the basis of race, creed, color, age, religion, sex, sexual orientation, marital status, status with regard to public assistance, national origin, physical, genetic information, or mental disability in all aspects of our personnel policies, programs, practices and operations.

Please complete the application form in its entirety, and please print plainly/legibly.

PERSONAL INFORMATION

Name: _____ Date: _____
Last First Middle

Permanent Address: _____ City: _____ State: _____ Zip: _____

Other Address (if applicable): _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Daytime/Cell Phone: _____ Email: _____

Are you 18 years or older? Yes No Are you legally eligible to work in the U. S.? Yes No

Position applied for: _____

Date available for work: _____

EDUCATION

Highest grade completed (Please click in circle)	High School 9 10 11 12	College 13 14 15 16	Graduate School 1 2 MA PHD JD
High School	Name	Address	Did you graduate/receive a GED? <input type="checkbox"/> Yes <input type="checkbox"/> No

SCHOOLS

Type	Name/Location	Degree	Major/Course of Study
Vocational/Technical			
College/University			
Graduate			
Other			

Please summarize coursework, training and continuing education related to the position for which you are applying:

List any trade/professional licenses or certificates (please include date issued and expiration date):



HUTCHINSON UTILITIES COMMISSION
Attn: Human Resources Office
111 Hassan St. S.E.
Hutchinson, MN 55350-2522

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, Hutchinson Utilities is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 to 13.87 on Government Data Practices require that you be informed that the following information which you are asked to provide on the application for employment is considered private data: 1. Name, 2. Home address, 3. Home phone number, 4. Disability type. Your name, however, may become public upon consideration as a finalist for a job opening.

We ask this information for the following reasons: to distinguish you from all other applicants and identify you in our personnel files; to enable us to verify that you are the individual who makes the application; to enable us to contact you when additional information is required, send you notices and/or schedule you for interviews; to determine if you meet the minimum age requirements (if any); to conduct proper investigations if you are applying for a position; to determine whether or not your conviction record may be a job related considering affecting your suitability for the position you applied for; to enable us to ensure your rights to equal opportunities and to meet affirmative action goals; to meet federal and state reporting requirements; and to make processing more efficient. The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel in the City of Hutchinson and the policies, rules, and regulations promulgated pursuant thereto.

FURNISHING SOCIAL SECURITY NUMBERS, DATE OF BIRTH (unless a minimum age is required), SEX, AGE GROUP, AND DISABILITY DATA IS VOLUNTARY, BUT REFUSAL TO SUPPLY OTHER REQUESTED INFORMATION WILL MEAN THAT YOUR APPLICATION FOR EMPLOYMENT MAY NOT BE CONSIDERED.

Private data is available only to you and to other persons in the Hutchinson Utilities Commission and/or City of Hutchinson Offices who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this.

Witness my signature that I fully understand the contents of this warning.

Signature of Applicant

Date: _____



Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. Hutchinson Utilities appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Please indicate the position(s) for which you are applying: _____

Please indicate how you heard about this position: _____

Please place a check in the appropriate blanks:

Gender: Male Female

With which racial / ethnic group do you identify?

Asian or Pacific Islander

African American (Black)

Hispanic

Native American or Alaskan Eskimo

Caucasian (White)

Other (please indicate): _____

Disability status, defined as:

1. Has physical, sensory or mental impairment (condition) which materially (significantly) limits one or more life activities;
2. Has a record of such an impairment (condition);
3. Is regarded as having such impairment (condition).

Based on the above information, do you claim Disability status?

Yes No