

City employment application

City Hall · goes to City Hall (info@cityofkenyon.gov)

FILLABLE PDF

Type in this PDF, or fill it online at
kenyonminnesota.com/forms/employment-application/

Complete a separate application for each job unless the announcement says otherwise. Resumes are not accepted in place of the application. Your name is private until you are a finalist; veteran's status, test scores, education and job history are public data. Applications are not accepted after the closing date. Attach your DD214 if claiming veteran's preference.

Fee: None.

Return: submit online (no printing), or email this PDF to info@cityofkenyon.gov, or bring it to City Hall, 709 2nd Street, Kenyon, MN 55946. Fields marked * are required.

Applicant

Last name *		First *	
M.I.			
Street address *			
Apartment / unit		City *	
State *		ZIP *	
Home phone		Cell phone *	
Email *			
Position applied for *			
Fluent in a language, including sign language, other than English?		If so, which	
Yes	No		
May we contact you at work?		Have you ever worked for the City of Kenyon?	
Yes	No	Yes	No
If so, when		Driver's license number (if the position involves driving)	
State and class			

Education

High school

Address

Graduated or GED?

Yes No

College

Address

Graduated?

Yes No

Degree

Graduate school

Address

Graduated?

Yes No

Degree

Other

Relevant current professional memberships, registrations, certifications or licenses (with date first issued)

Employment history

Employer 1

Company *

Phone

Address

Supervisor

Job title *

Hourly wage or annual salary

Responsibilities

Number and type of positions you supervised	From
To	
Reason for leaving	
May we contact this employer?	If no, explain why
Yes	No

Need more than 1? Attach a second sheet or use the online form.

Other experience

Job-relevant volunteer and unpaid work (kind of activity, responsibilities, hours per month, how long; do not name the organization)

Office equipment, word processing and computer experience

Additional experience or training that qualifies you for this job (be specific)

References

Reference 1

Full name *

Present address

Position and relation to your work *

Phone *

Reference 2

Full name *

Present address

Position and relation to your work *

Phone *

Reference 3

Full name *

Present address

Position and relation to your work *

Phone *

Leave unused blocks blank.

Veteran's preference

Are you applying for veteran's preference points? *

Yes

No

Veteran

Self

Spouse

If spouse, veteran's name

Branch of service

From

To

Rank at discharge

Type of discharge

Date of final discharge

Service number

If other than honorable, explain

Receiving or eligible for a military pension?

Yes

No

Compensable service-related disability?

Yes

No

Preference requested

Veteran

Disabled veteran

Spouse of disabled veteran

Spouse of deceased veteran

Supporting documentation

Attached

Will be submitted within 7 days

Authorization

Inquiry authorization *

Yes

Yes, but not present employer until job is offered

No (we may be unable to hire you without this information)

Attachments

DD214 / FL-802 (veteran's preference)
Licenses and certifications

Attestation and signature

In accordance with Minnesota Statutes, Section 13.04, I have been informed of and understand my rights as a subject of data. I understand this employer 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 anytime in the future, I may be discharged for cause without severance pay of any kind. False information may subject me to the penalty provisions of M.S. 43A.39. I authorize this employer and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, and release them from liability for requesting such information. I certify that all statements in this application are true and complete.

Signature (type your full legal name)

Date

Typing your name is your signature under the Minnesota Uniform Electronic Transactions Act (Minn. Stat. ch. 325L). City Hall acknowledges receipt. Finalists are contacted for interviews; the council approves hires at a regular meeting.