

APPLICATION FOR EMPLOYMENT

The City of Buffalo does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

Personal (Please Print)

Date _____

Name _____ E-Mail Address _____

Last
First
Middle

Present Address _____ Telephone No. _____

No.
Street
City
State
Zip

Are you legally eligible for employment in the USA? Yes _____ No _____

(If yes verification will be required)

Are you of the legal age to work? _____

Position(s) applied for _____

Were you previously employed by us? _____ If yes, when? _____

On what date will you be available for work? _____ 20____

Are there any other experiences, skills or qualifications which will be of special benefit in the job for which you are applying? (Applicant should not list any information that Federal and/or State law precludes obtaining in the pre-employment stage).

RECORD OF EDUCATION

School	Name/Address of School	Course of Study	Circle last year completed				Did you graduate?	List Diploma/Degree
			9	10	11	12		
High School								
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
College								
						<input type="checkbox"/> Yes <input type="checkbox"/> No		
Other (Specify)								
						<input type="checkbox"/> Yes <input type="checkbox"/> No		

BEGINNING WITH YOUR MOST RECENT, LIST BELOW PRESENT AND PAST EMPLOYMENT

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
	Describe the work you did:							
Telephone								

Name and Address of Company and Type of Business	From		To		Weekly Starting Salary	Weekly Last Salary	Reason for Leaving	Name of Supervisor
	Mo	Yr	Mo	Yr				
	Describe the work you did:							
Telephone								

I hereby give permission to contact the employers listed above concerning my prior work experience.

Signed _____

If there is a particular employer you do not wish us to contact, please indicate which one(s).

PERSONAL REFERENCES

(Not Former Employers or Relatives)

Name and Occupation	Address	Phone Number

DISCLOSURE OF INFORMATION PROVIDED ON YOUR APPLICATION

Under Minnesota law, the following data is public information and is accessible to anyone: Veteran's Status, relevant test scores, rank on eligibility, job history, education and training, and work availability. All other identifiable information is considered private, including, but not limited to your name, home address and phone number and will only be shared with employees and officials of the City of Buffalo. If you are selected as a finalist (i.e. selected for interview), your name will become public information. The information requested on the application is necessary, either to identify you or to assist in determining your suitability for the position. You may legally refuse, but refusal to supply the requested information will mean that your application may not be considered.

PLEASE READ AND SIGN BELOW

The facts set forth in my application for employment are true and complete. I understand that if employed, any false statement on this application may result in my dismissal. I further understand that this application is not and is not intended to be a contract for employment, nor does this application obligate the employer in any way if the employer decides to employ me. I understand and agree that my employment is at-will and can be terminated by either party with or without notice, at any time, for any reason or no reason. No one other than an officer of the Company has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing and then only in writing signed by an officer.

Signature of Applicant

APPLICANT: READ THIS INTRODUCTION CAREFULLY BEFORE ANSWERING ANY QUESTIONS IN THIS BLOCKED OFF AREA.

The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age, citizenship, disability, veteran status, attainment of benefits, and participation in union activities. Minnesota law prohibits discrimination in employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance disability, sexual orientation and age. The Fair Credit Reporting Act imposes restrictions with respect to credit data.

DO NOT ANSWER ANY QUESTION CONTAINED IN THIS BLOCKED OFF AREA UNLESS THE EMPLOYER HAS CHECKED THE BOX NEXT TO THE QUESTION, thereby indicating that for the position for which you are applying the requested information is needed for a legally permissible reason, including, without limitation, national security requirements, affirmative action, a bona fide occupational qualification or business necessity.

- Previous Address _____
- Are you over the age of eighteen? _____ If no, hire is subject to verification that you are of minimum legal age
- Sex: M _____ F _____
- Have you been convicted of a crime, excluding misdemeanors and summary offenses, in the past seven years which has not been annulled or expunged or sealed by a court? _____ If yes, describe in full _____

Conviction of a crime will not be an absolute bar to employment.

- You have been given a written job description listing the essential job functions of the position(s) for which you have applied. Please review the job description(s) and answer the following question. Are you able to perform each of the essential job functions with or without a reasonable accommodation listed for each position for which you have applied? _____

Employer may list other bona fide occupational questions on lines below:

- _____
- _____
- _____
- _____