



**State of Minnesota  
Employment Application  
Must Attach Resume  
To Be Considered**

**YOUR RIGHTS AS A SUBJECT OF DATA**

**Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested on this application.**

- **Name, Home Address and Telephone Number** are used to contact you about potential job opportunities. If this data is not provided, we may not be able to contact you. If you are a finalist for a vacancy, your name becomes public data and is available to anyone.
- **Social Security Number** is used to ensure accurate identification of your application, as distinguished from others' applications. If this data is not provided, other data provided by you will be used for identification purposes.
- **Gender, Racial/Ethnic Group, and Disability status** are used to comply with equal employment opportunity and affirmative action requirements as set forth by law and to evaluate our efforts in ensuring diversity in the recruitment and selection of employees. If this data is not provided, it will be more difficult for us to evaluate our efforts.
- **Reasonable Accommodation Information** is used to provide reasonable accommodations in the hiring process. The data related to the request for a reasonable accommodation will be maintained separately and treated as private medical records. If sufficient data is not provided, we may not be able to accommodate you.

You are not legally required to provide any of the private data listed above. Employees from DOER and state agencies where your application is referred may have access to your private data only if their work assignments reasonably require access during the hiring process. Others who may legally access the above data are representatives of the Attorney General and Legislative Auditor, enforcement agencies with statutory authority, and persons/entities authorized by law or court order.

**CONTACT INFORMATION**

Name: \_\_\_\_\_  
First
MI
Last

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Social Security No: \_\_\_\_\_

Phone: Home: (\_\_\_\_) \_\_\_\_\_  
 Work: (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**SPECIFIC OPENING**

If there is a specific opening for which you wish to be considered, please indicate the **job posting number**: \_\_\_\_\_

**JOB LOCATIONS**

Check each location where you will accept work. If you will accept a job in all of the cities listed under an area, check that area. Keep in mind that your name may be removed from consideration for refusing a job at any location where you indicated you would work. You will be considered for positions only at the locations you indicate.

- |  |   |   |  |
|--|---|---|--|
| <p><b><u>Twin Cities Area</u></b></p> <input type="checkbox"/> Minneapolis<br><input type="checkbox"/> St. Paul<br><input type="checkbox"/> Twin Cities Suburbs - No. Area<br>Arden Hills, Brooklyn Park, Coon Rapids, Fridley, Lino Lakes, New Brighton, Roseville<br><input type="checkbox"/> Twin Cities Suburbs - So. Area<br>Apple Valley, Bloomington, Burnsville, Eagan, Inver Grove Heights, Rosemount<br><input type="checkbox"/> Twin Cities Suburbs - E. Area<br>Oakdale, White Bear Lake<br><input type="checkbox"/> Twin Cities Suburbs - W. Area<br>Golden Valley, Hopkins, Minnetonka, Plymouth, St. Louis Park, Wayzata<br><input type="checkbox"/> Anoka<br><input type="checkbox"/> Hastings | <p><input type="checkbox"/> Oak Park Heights<br/> <input type="checkbox"/> Shakopee<br/> <input type="checkbox"/> Stillwater</p> <p><b><u>Northwest Area</u></b></p> <input type="checkbox"/> Bemidji<br><input type="checkbox"/> Brainerd<br><input type="checkbox"/> Crookston<br><input type="checkbox"/> Detroit Lakes<br><input type="checkbox"/> East Grand Forks<br><input type="checkbox"/> Fergus Falls<br><input type="checkbox"/> Itasca State Park<br><input type="checkbox"/> Moorhead<br><input type="checkbox"/> Staples<br><input type="checkbox"/> Thief River Falls<br><input type="checkbox"/> Wadena<br><input type="checkbox"/> Walker <p><b><u>Northwest Area</u></b></p> <input type="checkbox"/> Duluth<br><input type="checkbox"/> Ely<br><input type="checkbox"/> Eveleth<br><input type="checkbox"/> Grand Rapids<br><input type="checkbox"/> Hibbing<br><input type="checkbox"/> International Falls<br><input type="checkbox"/> Moose Lake<br><input type="checkbox"/> Togo<br><input type="checkbox"/> Virginia<br><input type="checkbox"/> Willow River<br><input type="checkbox"/> Silver Bay | <p><b><u>Central Area</u></b></p> <input type="checkbox"/> Alexandria<br><input type="checkbox"/> Cambridge<br><input type="checkbox"/> Little Falls<br><input type="checkbox"/> Mora<br><input type="checkbox"/> Morris<br><input type="checkbox"/> Pine City<br><input type="checkbox"/> Rush City<br><input type="checkbox"/> St. Cloud<br><input type="checkbox"/> Sauk Centre <p><b><u>Southeast Area</u></b></p> <input type="checkbox"/> Albert Lea<br><input type="checkbox"/> Austin<br><input type="checkbox"/> Faribault<br><input type="checkbox"/> Mankato<br><input type="checkbox"/> Owatonna<br><input type="checkbox"/> Red Wing | <p><input type="checkbox"/> Rochester<br/> <input type="checkbox"/> St. Peter<br/> <input type="checkbox"/> Winona</p> <p><b><u>Southwest Area</u></b></p> <input type="checkbox"/> Canby<br><input type="checkbox"/> Fairmont<br><input type="checkbox"/> Granite Falls<br><input type="checkbox"/> Hutchinson<br><input type="checkbox"/> Jackson<br><input type="checkbox"/> Luverne<br><input type="checkbox"/> Marshall<br><input type="checkbox"/> Montevideo<br><input type="checkbox"/> New Ulm<br><input type="checkbox"/> Pipestone<br><input type="checkbox"/> Willmar<br><input type="checkbox"/> Windom<br><input type="checkbox"/> Worthington |
|--|---|---|--|

**JOB GROUPINGS**

Check the job groupings for which you'd like to be considered (up to 5 groupings).

- |  |   |
|--|---|
| <input type="checkbox"/> Information Technology<br><input type="checkbox"/> Administrative Support & Hospitality<br><input type="checkbox"/> General Administration, including Public Relations, Planning, & Executive Management<br><input type="checkbox"/> Finance, Regulatory, & Economic Development<br><input type="checkbox"/> Environmental Sciences | <input type="checkbox"/> Health Care & Human Services<br><input type="checkbox"/> Construction, Facilities Maintenance, Manufacturing, & Transportation<br><input type="checkbox"/> Engineering and Architecture<br><input type="checkbox"/> Corrections, Public Safety & Legal<br><input type="checkbox"/> Human Resources<br><input type="checkbox"/> Education & Libraries |
|--|---|

**EMPLOYMENT CONDITIONS**

Check all you are willing to work.

- |   |   |               |   |  |
|---|---|---------------|---|--|
| <input type="checkbox"/> All conditions                   | <input type="checkbox"/> Temporary, full-time | <b>Shift:</b> | <input type="checkbox"/> All shifts     | <input type="checkbox"/> TRAVEL: If you are willing to travel in this job, check this box. |
| <input type="checkbox"/> Intermittent (on call as needed) | <input type="checkbox"/> Temporary, part-time |               | <input type="checkbox"/> Day shift      |  |
| <input type="checkbox"/> Permanent, full-time             | <input type="checkbox"/> Seasonal, full-time  |               | <input type="checkbox"/> Evening shift  |  |
| <input type="checkbox"/> Permanent, part-time             | <input type="checkbox"/> Seasonal, part-time  |               | <input type="checkbox"/> Night shift    |  |
|   |   |               | <input type="checkbox"/> Rotating shift |  |

**SALARY**

Minimum Annual Salary you are willing to accept. \$ \_\_\_\_\_/yr.  I am interested in service or labor-type positions that do not require prior work experience.

**FOR CURRENT STATE EMPLOYEES ONLY**

Name of Department (not division) where you work **AND** current job classification. \_\_\_\_\_

Are you interested in transfers within your same class at a different agency?  Yes  No

Are you interested in demotions to job classes included in resume-based selection?  Yes  No

**EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**

Please check the appropriate boxes:

Gender:  Male  Female

With which racial/ethnic group do you identify?

- |  |  |
|--|--|
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> American Indian or Alaskan Native |
| <input type="checkbox"/> African American (Black)  | <input type="checkbox"/> Caucasian (White)                 |
| <input type="checkbox"/> Hispanic                  | <input type="checkbox"/> Other                             |

Disability status: An individual with a disability is a person who (1) has a physical, sensory, or mental impairment which substantially limits one or more major life activities; (2) ) has a record of such an impairment; or (3) is regarded as having such an impairment.

Do you claim disability status?  Yes  No

If you need a reasonable accommodation, please specify type of accommodation needed. \_\_\_\_\_

**VETERANS PREFERENCE**

*You may be required to provide proof of the Veterans Preference you claim before you are hired.*

**GENERAL** To qualify for Veterans Preference, you must meet all of the following.

- 1) Have separated under honorable conditions from any branch of the armed forces of the United States.
- 2) Have served on active duty for 181 consecutive days or more OR for the full period ordered to active duty OR have separated by reason of disability incurred while serving on active duty.
- 3) Be a United States citizen OR resident alien.

**If you meet all the above, check the appropriate box(es) below.**

- I am a non-disabled veteran.
- I am a disabled veteran with a currently existing, compensable, service-connected disability as judged by the U.S. Veteran's Administration or by the Retirement Board of the Branches of the Armed Forces.
- I am the widow/widower (not remarried) of a deceased veteran.
- I am the spouse of a disabled veteran who is unable to qualify because of the disability.

**WHERE DID YOU HEAR ABOUT THIS JOB?**

The following information will help us evaluate our recruiting program. Please check the appropriate box.

- |   |  |
|---|--|
| <input type="checkbox"/> State of Minnesota Employment Web Site | <input type="checkbox"/> Referred by State Employee                  |
| <input type="checkbox"/> State Agency or Agency Web Site        | <input type="checkbox"/> I am a State Employee                       |
| <input type="checkbox"/> Other Web Site                         | <input type="checkbox"/> Newspaper                                   |
| <input type="checkbox"/> Minnesota Workforce Center             | <input type="checkbox"/> College/University/Technical School Posting |
| <input type="checkbox"/> Job Information Line                   | <input type="checkbox"/> Other _____                                 |

**- IMPORTANT -**

The state has the right to verify information provided in this application and resume. False information may subject an applicant to the penalty provisions of M.S. 43A.39. In connection with this application for employment, I authorize the State of Minnesota and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application and resume, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the State of Minnesota and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

I declare that all information in this application and resume is true and complete and hereby acknowledge that I have read and understand the information above.

Date \_\_\_\_\_ Signature (do not print) \_\_\_\_\_

**MUST ATTACH RESUME TO THIS APPLICATION TO BE CONSIDERED.**

If you need this information in alternative formats, call (651) 296-2616 or (651) 282-2699 TTY or Outside of the Metro Area (800) 657-3974.

*THE STATE OF MINNESOTA IS AN EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER*



Providing a safe campus requires that we work together - that we become “Partners in Safety.” In accordance with the Federal Campus Security Act, the University publishes and makes available to the entire campus community an annual security report. The report contains policy statements regarding academic and residence hall building security, alcohol and other drugs, victim’s rights, and crime reporting requirements. In addition, the report contains safety tips and statistics, as well as a map identifying the location of campus emergency phones.

You may view and/or print the report at [mnsu.edu/~safety](http://mnsu.edu/~safety)

A paper copy of the report can be printed from the above listed site or may be obtained by contacting the MSU Security Department at 507-389-2111 (V/TTY).

*This document is available in alternative format to individuals with disabilities by calling the Security Department at 507-389-2111 (V/TTY).*

*MSU is an Affirmative Action/Equal Opportunity University.*