

**APPLICATION FOR SEASONAL EMPLOYMENT  
WITH  
KITTSOON COUNTY HIGHWAY DEPARTMENT**

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Kittson County is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, color, religion, sex, national origin, age or physical or mental disability. All information provided in this application will be treated confidentially, and will be used only to help rank applicants for a position and assure the best use of your abilities if you are employed by us. Our Equal Opportunity Policy Statement is attached. The entire Affirmative Action Plan is available upon request.

DATE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME: \_\_\_\_\_  
Last First Middle

ADDRESS: \_\_\_\_\_  
Street/Route/Box No. City State Zip

POSITION(S) APPLYING FOR: Engineering \_\_\_\_\_ Maintenance \_\_\_\_\_  
(Check all that apply)

WAGES EXPECTED: \_\_\_\_\_

ARE YOU A CITIZEN OF THE U.S. OR DO YOU HAVE A VISA ALLOWING YOU TO WORK IN THE U.S. IN THE WORK FOR WHICH YOU ARE APPLYING: Yes \_\_\_\_\_ No \_\_\_\_\_

ON WHAT DATE WILL YOU BE AVAILABLE FOR WORK? \_\_\_\_\_

ON WHAT DATE MUST YOU LEAVE WORK? \_\_\_\_\_

WOULD YOU BE WILLING TO WORK OVERTIME WHEN REQUIRED? \_\_\_\_\_

WOULD YOU BE WILLING TO WORK WEEKENDS WHEN REQUIRED? \_\_\_\_\_

HAVE YOU SERVED IN THE U.S. ARMED FORCES? \_\_\_\_\_

If yes, what Branch? \_\_\_\_\_

Do you wish Veterans Preference? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you wish Disabled Veterans Preference? Yes \_\_\_\_\_ No \_\_\_\_\_

ARE YOU A FULL TIME STUDENT? Yes \_\_\_\_\_ No \_\_\_\_\_

WILL YOU BE A FULL TIME STUDENT THIS FALL? Yes \_\_\_\_\_ No \_\_\_\_\_

ARE YOU 18 OR OLDER? Yes \_\_\_\_\_ No \_\_\_\_\_ IF NO, ARE YOU 16 OR OLDER? Yes \_\_\_\_\_ No \_\_\_\_\_

## KITTSON COUNTY EMPLOYMENT OPPORTUNITY POLICY STATEMENT

This is to affirm that it is Kittson County's policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal/State and Local government bodies or agencies thereof, specifically Minnesota Statutes 363.

Kittson County will not discriminate against or harass any employee or applicant for employment because of race, color creed, religion, national origin, sex, disability, age, marital status, status with regard to public assistance, or sexual orientation.

Kittson County will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

Kittson County will use its best efforts to afford minority and female business enterprises with the maximum practicable opportunity to participate in the performance of subcontracts for construction projects that this County engages in.

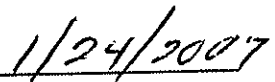
Kittson County will commit the necessary time and resources, both financial and human to achieve the goals of Equal Employment Opportunity and Affirmative Action.

Kittson County fully supports incorporation of non-discrimination and Affirmative Action rules and regulations into contracts.

Kittson County will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this County, or subcontractor to this County, who does not comply with the Equal Opportunity Policies and Procedures as set forth in this statement an Plan will be subject to disciplinary action. Any subcontractor not complying with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of the Federal, State and Local governing bodies or agencies thereof, specifically Minnesota Statutes 363 will be subject to appropriate legal sanctions.

Kittson County has appointed Gary Rice, Kittson County Environmental Services Officer, to manage the Equal Employment Opportunity Program. His responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action Program as required by Federal, State and Local agencies. The Chief Executive Officers of Kittson County will receive the review reports on the progress of the program. If any employee or applicant for employment believes he/she has been discriminated against, please contact Gary Rice, Kittson County Environmental Services Officer. 410 5<sup>th</sup> St. South, Suite 104, Hallock MN 56728-4140 or call 218-843-2113.

  
\_\_\_\_\_  
Gary L. Rice, Director Environmental Services

  
\_\_\_\_\_  
Date

**PLEASE INDICATE THE NUMBER OF MONTHS OF EXPERIENCE OR EDUCATION YOU HAVE IN EACH OF THE FOLLOWING AREAS:**

<u>MONTHS OF EXPERIENCE</u>	<u>MONTHS OF EXPERIENCE</u>
_____ Office: Reception/Filing/Phone	_____ Bituminous Crack Sealing - Manual
_____ Record Keeping/Accounting	_____ Operation of Heat-A-Mix, Bituminous Rollers - Steel & Pneumatic
_____ Typing	_____ Maint. of Equipment (Daily Service) Example: Tractors, Light Trucks, etc.
_____ Adding Machine	_____ Operation of Chain Saw or Brush Cutter
_____ Computer-Excel(spreadsheet)	_____ Painting - Brush or Sprayer
_____ Computer-Word (word processing)	_____ Operation of Herbicide Sprayers (Agriculture - Industrial Type)
_____ Surveying	_____ Welding Experience
_____ Drafting-Manual	_____ Operation of 2 Ton Truck or Lighter (Single Axle)
_____ Drafting - CAD	_____ Operation of Front End Loader
_____ Civil Engineering	_____ First Aid Training, i.e. instructor
_____ 2 Whl Drive Tractor-Mower (Sickle)	
_____ 2 Whl Drive Tractor-Mower (Rotary)	
_____ Bituminous Patching- Manual	

**EDUCATION**

College, University or Professional School

Name	Location	Years Completed
_____	_____	_____
_____	_____	_____

Business, Correspondence, Technical or Vocational School

Name	Location	Years Completed
_____	_____	_____
_____	_____	_____

High School

Name	Location	Years Completed
_____	_____	_____
_____	_____	_____

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## LIST YOUR WORK EXPERIENCE

IMPORTANT: 1. Give your present or most recent experience first.

2. BE COMPLETE. Experience and training ratings are based on this information and your score may depend on it.

May we contact your present employer?  
Yes\_\_\_ No\_\_\_

May we contact former employers?  
Yes\_\_\_ No\_\_\_

Previous County employees should indicate each summer of employment in a separate block

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Employing Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

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Reason for seeking other employment:

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Employing Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

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Specific Duties:

Reason for seeking other employment:

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Telephone: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

Reason for seeking other employment:

Employing Firm: \_\_\_\_\_ Address: \_\_\_\_\_ Hours/Week: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

Telephone: \_\_\_\_\_ Last Salary: \_\_\_\_\_

Specific Duties:

Reason for seeking other employment:

Do we have permission to check your driving record? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, please give your license # \_\_\_\_\_

Do you have a valid Driver's License: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ Class of License \_\_\_\_\_

Please list additional driver's license endorsements, if any \_\_\_\_\_

## PHYSICAL LIMITATIONS

### STRIKE OUT ACTIVITIES YOU ARE INCAPABLE OF:

Physically capable of squatting, kneeling, crawling, lifting 60 pounds above shoulder level, firm grasping, carry 50 pounds, walking, shoveling, swinging 6 - 8 lb sledge hammer for extended periods of time?

Capable of working 12 hours in one day in position (s) you applied for? \_\_\_\_\_ Yes \_\_\_\_\_ No

IS THERE ANY OTHER INFORMATION YOU WOULD LIKE TO ADD WHICH YOU FEEL IS PERTINENT TO THE POSITION(S) APPLIED FOR:

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## REFERENCES

PLEASE LIST THREE JOB RELATED REFERENCES (NOT RELATIVES) WITH THEIR COMPLETE ADDRESS & TELEPHONE NO.

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I certify that the answers given herein are true and complete to the best of my knowledge. 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 that I am required to abide by all rules and regulations of Kittson County.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Are you planning to ask for any extended time off from this seasonal job for sports camps, vacations, summer schools & etc.? Due to the expected workload and the limited number of hired seasonal staff as a result of budget constraints this may have a bearing on who is hired. Please fill in the following accordingly:

ACTIVITY

DATES CONFLICTING WITH WORK

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**TENNESSEN WARNING**

In accordance with the Minnesota Government Data Privacy Act, Kittson County 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.

The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Kittson County job openings.

You are not required to provide this information. However, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary unless you are hired. If hired you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, Kittson County will not be able to consider you for employment. The use of private data we collect is limited to that necessary for the administration and management of the county hiring process. Persons or agencies with whom this information may be shared include:

1. Personnel Department employees.
2. Central Administration employees.
3. Heads of departments where job openings occur.

Unless otherwise authorized by state or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Privacy Act. These rights include:

1. The right to see and obtain copies of the data maintained on you.
2. Be told the contents and meaning of the data.
3. Contest the accuracy and completeness of the data.

To exercise these rights, contact: Kittson County Data Privacy Officer.

I have read and understand the above information regarding my rights as a subject of government data.

Date \_\_\_\_\_ Signature \_\_\_\_\_