



**WILLMAR COMMUNITY EDUCATION**  
 1234 KANDIYOHI AVE SW  
 WILLMAR, MN 56201  
 320-231-8490

## Application for Temporary Employment

Date: \_\_\_\_\_

LAST NAME		FIRST NAME	Position Desired
PRESENT ADDRESS (Street, City, State, Zip)			PHONE Cell: _____ NUMBERS Home: _____
Are you at least 16 years of age? ___ Yes ___ No	Date Available:		Available to work? Evenings _____ Saturday _____ Sunday _____
Do you have a car available for business purposes? ___ Yes ___ No Do you have a valid driver's license? ___ Yes ___ No Driver's License Number _____			
Are you eligible to work in the United States as a citizen or national of the United States; or an alien lawfully admitted for permanent residence; or an alien authorized by the immigration and naturalization service to work in the United States? ___ Yes ___ No			
Is there any reason known to you why you might be unable to perform consistently and promptly any of the job duties of the position desired? ___ Yes ___ No If yes, explain:			
<b>EDUCATION</b>	<b>Name of School – Location</b>		<b>Major / Area of Study</b>
High School			
College or Vocational			

### EMPLOYMENT HISTORY (Start with your present or most recent position)

Company Name \_\_\_\_\_ City and State \_\_\_\_\_  
 Supervisor \_\_\_\_\_ Dates of Employment: From \_\_\_\_\_ to \_\_\_\_\_  
 Salary: Start \_\_\_\_\_ End \_\_\_\_\_ Position Title \_\_\_\_\_  
 Brief Description of your responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
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 Salary: Start \_\_\_\_\_ End \_\_\_\_\_ Position Title \_\_\_\_\_  
 Brief Description of your responsibilities: \_\_\_\_\_  
 \_\_\_\_\_  
 Reason for leaving: \_\_\_\_\_  
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**REFERENCES** (Do not list relatives or former employers)

	Name	Occupation	Address	Phone
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

**IMPORTANT: READ BEFORE SIGNING: I authorize investigation of all statements and matters contained in this application and other information which the prospective employer may deem relevant to my employment including, but not limited to, conviction of a job related felony, misdemeanor and/or moving traffic violations.**

**Date:** \_\_\_\_\_ **Applicant's Signature** \_\_\_\_\_

**EXPERIENCE:** List any enrichment or wellness activities that you have experience with or knowledge of that you would be willing to lead or assist (example: you have a background in wellness and could teach children)

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATIONS:** Are you currently CPR certified? \_\_\_\_\_  
Are you currently First Aid certified? \_\_\_\_\_  
Are you currently Lifeguard certified? \_\_\_\_\_

**TENNESSEN WARNING**

In accordance with the Minnesota Government Data Practices Act, the City of Willmar 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. Social Security number, 5 Date of birth, 6. Conviction record, 7. Sex, 8. Age group, 9. Disability type, and 10. Racial/ethnic group.

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 consideration 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 Willmar and Willmar School District #347 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 DATE 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 City Offices and School District 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 notice as private data.

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

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

I hereby acknowledge and understand that the position which I am applying for with Community Education and Recreation is a temporary position which shall not entitle me to any fringe benefits and that said position may be terminated at any time by Community Education and Recreation.

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