



Application for Employment

14669 Fitzgerald Avenue North, Hugo, MN55038 • (651) 762-6300 • www.ci.hugo.mn.us

PLEASE PRINT IN INK

NAME (last)				(first)	(middle)
PRESENT ADDRESS (number & street)		(city)	(state)	(zip)	
TELEPHONE NUMBER		CELL NUMBER			
EMAIL					
Indicate the advertised title of the position for which you are applying:					

INDICATE SCHEDULE YOU ARE ABLE TO WORK (CHECK ALL THAT APPLY):					
Full Time	Variable Hours	Temporary	Part Time	Weekends/Evenings	
NAMES OF ANY AND ALL RELATIVES CURRENTLY EMPLOYED BY THE CITY OF HUGO:					
_____		_____		_____	
_____		_____		_____	
NAME		RELATIONSHIP		DEPARTMENT	

IMPORTANT INFORMATION

1. The City of Hugo does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. A job applicant with a disability who requires reasonable accommodation to participate in the application/selection process should notify appropriate City staff of the accommodations required.
2. Your application will **not** be considered unless complete answers are provided to all questions on this form. Resumes may be submitted as supplements, but cannot be accepted in place of any part of this application.
3. Subject to state law on veteran's preference, and subject to MS. 181.931 to 181.935, any employee of the City of Hugo may be dismissed from municipal service at any time for any reason.
4. The City of Hugo considers individual preferences in making work assignments. Work needs, however, may require overtime; shift work; a rotating work schedule; a work schedule other than Monday through Friday; and job reassignments. The City of Hugo reserves the right to adjust work schedules as it deems necessary.
5. Successful completion of background checks to determine job-related eligibility may be required for certain positions. Employment offers to successful candidates are conditional. Successful candidates are required to consent to and pass a pre-employment substance screening, and a pre-employment physical examination, as conditions of employment.
6. All applicants accepted for employment must be in possession of an official Social Security Card, and must have demonstrated their eligibility to work according to Federal Law.
7. Certain positions with the City of Hugo require the applicant to be eligible for bonding. In such situations, eligibility for bonding will be a consideration in determining an applicant's fitness for such position.
8. A false answer to any question in this application may be grounds for not employing you, for dismissing you after you begin work, and denying employment-related benefits for which you may otherwise be eligible.

EXPERIENCE

Please complete in DETAIL, starting with your present employer. Include summer employment and U.S. Military experience. For any unemployment or self-employed periods, show dates (i.e. month and year) and locations. If you have a resume, you may attach it for explanation of duties. You are still required to complete all information requested herein. If additional space is required, attach a second sheet.

May we contact your current employer? Yes No

Employer		Job Title				
Address		Reason For Leaving				
City, State, Zip		From Mo. Yr.	To Mo. Yr.		Hours Per Week	Number of Employees You Supervised
Supervisor	Telephone #					
Describe Your Job:						

Employer		Job Title				
Address		Reason For Leaving				
City, State, Zip		From Mo. Yr.	To Mo. Yr.		Hours Per Week	Number of Employees You Supervised
Supervisor	Telephone #					
Describe Your Job:						

Employer		Job Title				
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Describe Your Job:						

Employer		Job Title				
Address		Reason For Leaving				
City, State, Zip		From Mo. Yr.	To Mo. Yr.		Hours Per Week	Number of Employees You Supervised
Supervisor	Telephone #					
Describe Your Job:						

Are you currently employed by the City of Hugo? Yes No Department/Division _____

Have you ever been employed by the City of Hugo? Yes No Department/Division _____

From _____ To _____ Reason for Leaving _____

Have you ever worked under a different name? Yes No Name: _____

If you are not a citizen, do you have the legal right to work in the United States? Yes No Alien Registration No. _____

VETERAN'S PREFERENCE

Preference in appointment to certain positions is extended to certain eligible veterans and spouse of veterans.

Check if you desire to claim Veteran's Preference as:

A person who has served on active duty for 181 or more consecutive days and was honorably discharged from the U.S. Armed Forces, or who otherwise meets the definition of a veteran found in M.S. 197.447.

The spouse of a veteran who cannot qualify for employment because of a total and permanent disability, or the spouse of a veteran missing in action, captured or forcibly detained by a foreign power; or the spouse of a wartime veteran.

A disabled veteran who is eligible for or receiving compensation under public laws administered by the U.S. Veterans Administration and the Department of Defense.

The unmarried widow or widower of a veteran who died of a service-connected disability.

Branch of Service

Date of Entry

Date of Honorable Discharge

Have you obtained employment with the State of Minnesota or any political jurisdiction of the state since October 1, 1987? YES NO

NOTE: To receive preferential consideration, Form DD-214 is required at the time of making application. Eligible spouses must also provide documentation of marriage.

STATEMENT OF UNDERSTANDING AND RELEASE OF INFORMATION

I hereby give the City of Hugo permission to make a thorough investigation of my entire work and educational record and to verify all other data I have provided, except where otherwise indicated. It is my understanding that **this application, by law, will become public record when submitted**, and the City of Hugo cannot guarantee me its confidentiality. I further understand that if employed, other potential employers may contact the County from time to time for job-related information. I hereby authorize the City of Hugo to provide factual job-related information to potential employers upon request.

I have read and understand all of the information and agree to the terms provided herein, and I hereby release the City of Hugo, its employees, and other authorized agents from any liability which may result from furnishing the information requested above.

All requests for information have been completed as fully and accurately as possible, and I recognize that any material misrepresentation or pertinent omission of fact in my application may disqualify me from employment with the City of Hugo.

Date

Signature of Applicant