

Driver's License Number _____	Date of Application _____
Social Security Number ____/____/____	Fire Department Approval _____
	Council Approval _____

VOLUNTEER FIRE DEPARTMENT

The position you are applying for is a Volunteer Firefighter.

Name _____
 Last First Middle

Address _____ Apt. No. _____

City _____ Zip Code _____

Home Phone _____ Work Phone _____

County _____ Birth Place _____

Date of Birth _____ Are you a U.S. Citizen? Yes ____ No ____

Name of Employer _____

Address of Employer _____

Would employer permit you to leave job for emergency calls? _____

Employer's Signature

EDUCATION AND TRAINING

High School _____ College _____ Trade School _____
 (Yrs. attended) (Yrs. attended) (Yrs. Attended)

Names and locations of colleges, universities, technical schools _____

Did you graduate? Yes ____ No ____ Certificate/degree _____

Course of study _____

18. Employment history. Experience and training ratings are determined by this information - please be complete. List your present or most recent experience first. Attach additional sheets if necessary. You may use your resume to further detail the information requested in these boxes. However, please be sure to complete all requested information.

<p>Employment Firm _____</p> <p>Address _____</p> <p>Phone Number _____ Supervisor _____</p> <p>Your Title _____ Supervisor's Title _____</p> <p>Number and type of positions you supervised</p> <p>_____</p> <p>Principal Responsibilities - Be Complete</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Length of Employment</p> <p>From _____</p> <p>month year</p> <p>To _____</p> <p>month year</p> <p>Total _____</p> <p>month year</p> <p>Hours per week ____ Last Salary _____</p> <p>Reason for leaving</p> <p>_____</p> <p>May we contact your present employer?</p> <p>[] Yes [] No</p> <p>If no, explain</p> <p>_____</p>
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List any skills or training which you feel relate to this position _____

Have you been a member of a fire department in the past? _____

First Aid Training Yes ____ No ____ Date last certified _____

Type of First Aid Training _____

Are you in good health? Yes ____ No ____

If no, explain _____

Truck Driving Experience Yes ____ No ____ Type of Vehicle _____

Driver's License Classification _____

Endorsements - Tanker & Haz Mat _____

If only Class C, must obtain Class B with air brake and tanker endorsement within probationary period.

What hours are you available to respond to emergency calls? _____

Can you attend sessions and firefighter training programs once a week? Yes ____ No ____

Does height affect you? _____ Does claustrophobia affect you? _____

Why do you want to become a firefighter? _____

Have you been employed by this city? Yes ____ No ____

AUTHORIZATION: (Please read the following statements carefully)

I certify that the information contained in this application (and accompanying resume, if any) is correct and I have not omitted any information. I understand that falsification or omission of information may disqualify me from further consideration for employment or result in immediate dismissal if discovered at a later date.

I authorize the schools to provide my record and all other information they may have concerning me and I release all parties from any and all liability or claims for damage whatsoever that may result therefrom.

Signature

Date

BLUE EARTH CITY

CITY OF BLUE EARTH - 110 S. NICOLLET - BLUE EARTH, MN 56013 - (507) 526-5917

TENNESSEN WARNING/WAIVER OF CLAIMS

As an applicant for employment with the City of Blue Earth, I have voluntarily supplied data about myself, which may be public and/or private in nature.

I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I understand that, even if I am hired for this position, I may be subject to dismissal or other disciplinary action if I have made an intentional effort to provide deceptive or misleading information.

I understand that this data will be kept on file for a period of one year, even if I am not hired for this position. I understand that, if I am hired, this information will remain on file with the City of Blue Earth.

I further understand that this information will be used by the City of Blue Earth to aid in the determination of my relative and/or specific suitability for employment.

Finally, I understand that the data, which I have provided, may be shared in whole, or in part, by other agencies, by other private and public entities, and by other persons, for the purpose of conducting a background investigation.

I, therefore, waive my right to any claim or cause of action and hereby agree to hold harmless the City of Blue Earth and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

Signed _____
(Full name of applicant) (Date)

Printed _____
(Full name of applicant)

Driver's License No. _____
(Applicant)

Witness _____
(Date)

CITY OF BLUE EARTH

SUPPLEMENTAL PERSONNEL DATA FOR AFFIRMATIVE ACTION RECRUITMENT

The City of Blue Earth is an Equal Opportunity Employer committed to the policies and principles of affirmative action in its recruitment procedures.

The information on this sheet is requested to help insure that our employment practices are fair and provide an equal opportunity. It will not be used in interviewing or hiring, and it will not be used to make any employment decision which affects you.

Completion of this form is optional. Failure to complete it will in no way disqualify you for present or future employment.

SEX: Female Male

AGE: Under 18 18 - 39 40 - 65 Over 65

ETHNIC CATEGORY: (Check one)

White (not of Hispanic origin) a person having origins in any of the original peoples of Europe, North America, or the Middle East.

Black (not of Hispanic origin) a person having origins in any of the black racial groups of Africa.

Hispanic (a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origins, regardless of race.)

Asian or Pacific Islander, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

American Indian or Alaskan Native, a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

Other (Please specify) _____

Are you handicapped in any way? No Yes

If "yes" please specify _____

Where did you find out about this opening?

Newspaper Job Service City Posting Word of Mouth Agency

Telephone Inquiry Professional Periodical Other _____

When completed, please include with application or mail separately to: City of Blue Earth
Personnel Department
P.O. Box 38
Blue Earth, MN 56013

Name _____

Position Applied for _____

Date _____

BACKGROUND CHECK AUTHORIZATION AND RELEASE

I understand that the City of Blue Earth (hereinafter referred to as the City) will investigate my background prior to deciding whether to offer me a position with the City. In order to assist the City in its background check, I hereby authorize the City to fully investigate the statements and representations I have made in this application. I completely release and waive all claims and rights I may have against the City as a result of its investigation into my background. I also authorize the following release of information:

1. I authorize all of my previous employers to provide the City with all documents and information which it requests pertaining to my employment and my separation from employment. I specifically release and waive any and all claims (including claims for defamation, libel, and slander) that I may have against any former employer as a result of that employer's compliance with the City's request for information.
2. I authorize any state which has issued a driver's license to me at any time to provide the City with all information in the state's possession concerning my driving record, including but not limited to information concerning tickets, suspensions, revocations, and fines. I release and waive any and all claims that I may have against such states as a result of their compliance with the City's request for information.
3. I authorize all schools, colleges, universities, and other educational institutions I have attended to provide the City with all information in the institution's possession concerning me, including but not limited to the dates of my attendance, any degrees earned by me, courses taken by me, my grade point average, and any disciplinary records. I specifically release and waive any and all claims I may have against such schools, colleges, universities, and other educational institutions as a result of their compliance with the City's request for information.
4. I authorize all people and organizations mentioned in my employment application to release to the City any information it seeks in connection with its consideration of my application for employment. I release and waive any and all claims I may have against such people and organizations as a result of their compliance with the City's request for information.
5. I authorize the City to investigate my character, reputation, personal characteristics, and mode of living, in compliance with the Fair Credit Reporting Act. I understand that, within a reasonable period of time, I may make a written request for a summary of the investigation.

I authorize the use of photocopies of this Background Check Authorization and Release, and request that photocopies be accepted on the same basis as the original.

Signed this _____ day of _____, _____.

(Signature of individual authorizing release)

(Signature of witness)

(Month/Day/Year)

CITY OF BLUE EARTH

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points you must:

- 1. be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

YOU MUST SUPPLY A COPY OF YOU DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSE APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

ARE YOU APPLYING FOR VETERAN'S BONUS POINTS? [] YES [] NO

If you answered "yes," your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position.

VETERAN'S PREFERENCE POINTS APPLICATION

Applicant Name:
Veteran ___ Self ___ Spouse If spouse, veteran's name:

Branch of Service: Period of Active Duty
From: To:

Rank at Discharge: Type Discharge: Date of Final Discharge: Service Number:

Are you receiving or eligible for a military pension? ___ Yes ___ No Do you have a compensable service-related disability? ___ Yes ___ No

Preference Requested: ___ Veteran ___ Disabled Veteran
___ Spouse of Disabled Veteran ___ Spouse of Deceased Veteran

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation: ___ is attached ___ will be submitted within 7 days of application deadline

FOR OFFICE USE ONLY
5 Points
10 Points

SIGNATURE

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. 43A.39.

In connection with this application for employment, I authorize the City of Blue Earth and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of Blue Earth and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES YES, but not present employer until job is offered. NO (We may be unable to hire you without this information.)

I declare that any statement in this application or information provided is true complete and hereby acknowledge that I have read and I understand the information below.

Date _____ SIGNATURE (Do not print) _____

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the City Administrator by letter.

Private Data	Why We Ask For It	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it will help to ensure that your records are not confused with those others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Gender, Racial/Ethnic Group, Handicapped Status, Veteran Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

ALL OTHER INFORMATION ON THE APPLICATION IS PUBLIC, THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE

The City of Blue Earth does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its programs or activities. It is the policy of the City of Blue Earth to provide reasonable accommodations to the known physical and mental limitations of qualified handicapped applicants and employees in order for them to perform the essential functions of the job in question.

THE CITY OF BLUE EARTH IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

CITY OF BLUE EARTH

SUPPLEMENT TO APPLICATION FOR EMPLOYMENT

It is the policy of the City of Blue Earth to provide equal employment opportunity to all employee and applicants for employment without regard to race, color, creed, religion, gender, national origin, disability, political affiliation or belief, status with regard to public assistance, and marital status. Various federal and state agencies require employers to collect information about applicants. Information requested on this sheet is for the purpose of complying with these record keeping requirements and to determine recruiting and employment patterns. This sheet will be kept confidential and maintained separately from your application form. Completion of this sheet is voluntary and is not a requirement for employment.

Please print:

Position Applied For:

REFERRAL SOURCE:

- Walk-in
- Newspaper Advertisement
- Other Publication
- State Employment Agency
- Private Employment Agency
- Civic Organization
- Employee Referral
- City Hall Posting
- Other

WHAT IS YOUR RACE?

- Caucasian
- Black
- Hispanic
- Asian or Pacific Islander
- American Indian or Alaskan Native
- Other

WHAT IS YOUR GENDER?

- Female
- Male

DO YOU HAVE A DISABILITY?

- No
 - Yes (Have a physical, sensory, or mental impairment which substantially limits a major life activity or have a history of such impairment).
-

WAIVER OF CLAIMS

I, the undersigned, am voluntarily participating in the physical agility test being conducted by the Blue Earth Fire Department.

I hereby waive my right to claim and agree to hold harmless the City of Blue Earth, the Fire Department and any of its agents or employees, from any injury claim which I may experience as a direct or indirect result of my participation in this portion of the Blue Earth Fire Department Firefighter Selection Process.

Printed Name of Applicant

Date

Signature of Applicant

Signature of Witness