

University of Minnesota, Crookston

Office of Human Resources

APPLICATION FOR EMPLOYMENT

Please return the application in person or by mail to:

Office of Human Resources
121A Selvig Hall
2900 University Avenue
Crookston, MN 56716-5001

You may submit your completed application form by sending it as a MS Word attachment to the following e-mail address: Jnormand@mail.crk.umn.edu
If you have questions, call (218) 281-8346.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by Executive Order 11246, as amended; 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

Inquiries regarding compliance may be directed to the Director, Office of Equal Opportunity and Affirmative Action, 419 Morrill Hall, 100 Church Street SE, Minneapolis, MN 55455-0110, (612) 624-9547.

For further information, visit the Office of Equal Opportunity and Affirmative Action's web site at <http://www.EOAffAct.umn.edu>.

For information on data privacy, see the back of this application.

Name

Last

First
(Please type or print.)

Middle

Please print clearly or type in black or blue ink.
Please print your full name on the top of each page.

| | | |
|-------------------------|---|---|
| Office Use Only: | | |
| Empl ID: | | |
| Typing Test: | P | N |

Personal Information

| | | | | |
|--|----------------------------|--------------------------------|-------------------|--|
| Today's Date | Name (Last, First, Middle) | Preferred name (if applicable) | | Are you age 16 or older? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Mailing Address (Street) | (Apt. No.) | (City) | (State) | (Zip Code) |
| If hired, can you provide proof of right to legally work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No | | | | Please indicate what type (class) driver's license you have, if relevant: |
| What date are you available to begin working? | Social Security Number | Home Phone No. | Daytime Phone No. | e-mail address |

Educational Background

| | | | | | | |
|---|--|--|---|---|-------|-------|
| Indicate the highest level of education you have completed. | <input type="checkbox"/> Less than high school | <input type="checkbox"/> 2 year college | <input type="checkbox"/> Some graduate school | <input type="checkbox"/> Post-Doctorate | | |
| | <input type="checkbox"/> HS Grad | <input type="checkbox"/> Technical school | <input type="checkbox"/> Master's degree | <input type="checkbox"/> MD, DDS, JD | | |
| | <input type="checkbox"/> Some College | <input type="checkbox"/> Bachelor's degree | <input type="checkbox"/> Doctorate | | | |
| Name of Trade or Business School, College, University or Professional School | No. of months attended | No. of credits earned | Type of credits (sem./qtr.) | Type of degree/certificate earned | Major | Minor |
| Name | Location | | | | | |
| | | | | | | |
| | | | | | | |
| List any relevant registrations, licenses or certifications you have. Include expiration date of current issue. | | | | | | |

Work Experience

| | | | | | | |
|--|--|---------------------------|--------------------------------|--|------|-------|
| Starting with your present or most recent employer, list all work experience relevant to the positions for which you are applying. Employers will be contacted if you are being seriously considered for a position. | | | | | | |
| Present or last employer | | | Address | | City | State |
| Your supervisor's name | | | Your supervisor's phone number | | | |
| Dates employed (mo./yr.) From: To: | | Total no. months employed | Job Title | | | |
| If U of M position, which employee group? <input type="checkbox"/> Civil Service <input type="checkbox"/> Teamster's BU <input type="checkbox"/> AFSCME BU <input type="checkbox"/> Academic <input type="checkbox"/> Student | | | Reason for leaving | | | |
| Job duties/accomplishments | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Second last employer | | | Address | | City | State |
| Your supervisor's name | | | Your supervisor's phone number | | | |
| Dates employed (mo./yr.) From: To: | | Total no. months employed | Job Title | | | |
| If U of M position, which employee group? <input type="checkbox"/> Civil Service <input type="checkbox"/> Teamster's BU <input type="checkbox"/> AFSCME BU <input type="checkbox"/> Academic <input type="checkbox"/> Student | | | Reason for leaving | | | |

| | | | |
|--|--|--------------------------------|--------------------|
| Job duties/accomplishments | | | |
| Third last employer | | Address | City State |
| Your supervisor's name | | Your supervisor's phone number | |
| Dates employed (mo./yr.) From: _____ To: _____ | | Total no. months employed | Job Title |
| If U of M position, which employee group? <input type="checkbox"/> Civil Service <input type="checkbox"/> Teamster's BU <input type="checkbox"/> AFSCME BU <input type="checkbox"/> Academic <input type="checkbox"/> Student | | | Reason for leaving |
| Job duties/accomplishments | | | |

Additional Information (continues on back)

| |
|--|
| <p>Please use the space below to further describe your relevant skills, training, and experience, including length of time. Providing this additional information is extremely valuable in the selection process.</p> <p>Office/Administrative skills and experience (such as data bases, word processing, data entry, spreadsheets/graphs/charts, desktop publishing, internet, e-mail, medical terminology, legal terminology, technical/statistical/scientific typing, correspondence/manuscript editing, bookkeeping/accounting, etc.)</p> <p>Supervisory/Managerial skills and experience (such as hiring, firing, disciplining, evaluating performance, rewarding, training, assigning work, directing work, reviewing work, etc.)</p> <p>Professional skills and experience (such as formal related coursework, publications, administration of grants/contracts, budget maintenance, data gathering, report writing, statistical analysis, public relations, etc.)</p> <p>Scientific/Laboratory skills and experience (such as scientific coursework, lab techniques, lab equipment, etc.)</p> |
|--|

Additional Information Continued

Computer skills and experience (such as word processing, spreadsheets, databases, internet software, desktop software, mainframe software, development methodologies, database servers software, hardware operating systems, server operating systems, host operating systems, telecommunications, etc.)

Additional relevant information not listed above (foreign languages spoken, relevant community activities, etc.)

Read and sign

To the best of my knowledge, the information included in this application is accurate and true. I understand that misrepresentation or omission of facts in connection with my application may be sufficient cause, in and of itself, for dismissal whenever discovered. In addition, I agree that a final job offer will be contingent upon a pre-placement physical when applicable. I authorize the University of Minnesota to investigate my past relevant employment and/or education history. I also authorize any persons, companies, corporations and/or education facilities with whom I have been associated to furnish the University of Minnesota with any information concerning my employment and educational background which they may have on record.

Date _____ Applicant's Signature _____

Data Privacy Information--Please read carefully

Information requested on your application that is defined by State Statute as public may be released on request and includes: job history, education and training, and work availability. Your name is private except when you are certified as eligible for appointment to a vacancy. Certain other information requested on your application is private and may be released only to you or to University departments where you may be considered for employment (Minn. Stat. 13.04).

| Private Data | Intended use of this data | Are you legally required to provide it? | If you don't provide it, what may happen? |
|------------------------------|---|---|--|
| 1. Name | To identify you in relation to other applicants. | Yes | Failure to provide it may result in rejection of your application. |
| 2. Social Security Number | To identify you in relation to other applicants and to ensure your application is not confused with other applicants. | No | Processing of your application may be delayed. |
| 3. Mailing Address | To be able to notify you of your application's status. | No | We will not be able to notify you of application status. |
| 4. Home phone/ daytime phone | To contact you regarding availability for interviews, to notify you of vacancies, to request clarification on your application. | No | Contact for interview appointments and application processing may be delayed. |
| 5. Age | To accurately certify applicants for certain types of work according to state law and to certify eligibility for state and University employment. | Yes | Failure to provide it may result in rejection of your application. |
| 6. Alien status | To certify applicants for work in the U.S., as determined by laws of the U.S. Dept. of Labor and the State of Minnesota. | Yes | Failure to provide it may result in rejection of your application. |
| 7. Additional Information | To allow you to identify additional experience relevant to the positions for which you are applying. | No | This is optional, however, this information will help determine whether or not you are qualified for a position. |

Office Use Only:

This applicant has indicated that they would like to be considered under the University of Minnesota's Affirmative Action program in the following categories:

- | | | | | |
|--|---|--|--|---|
| 1. Sex <input type="checkbox"/> Female <input type="checkbox"/> Male | 2. Race/Ethnic Group <input type="checkbox"/> White, non-Hispanic <input type="checkbox"/> Black, non-Hispanic <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Hispanic | 3. Disability Status <input type="checkbox"/> Yes | 4. Veteran Status <input type="checkbox"/> Vietnam Era Veteran <input type="checkbox"/> Other Eligible Veteran | 5. Veteran/Disability Status <input type="checkbox"/> Special Disabled Veteran |
|--|---|--|--|---|

Applicant Tracking Record

University of Minnesota Office of Equal Opportunity and Affirmative Action

The information requested below is **voluntary** and will be used to monitor equal opportunity programs at the University of Minnesota pursuant to federal, state, and University requirements. This information will not affect your consideration for employment, except as authorized by you and the Office of Equal Opportunity and Affirmative Action.

| | |
|----------------------------|------------------------|
| Name (Last, First, Middle) | Social Security Number |
| Address | City State Zip Code |

1. Sex: Female Male

Do you want this information disclosed to the hiring department for consideration under the University's affirmative action program? Yes No

2. Race/Ethnic Group (check one):

W. WHITE, NON-HISPANIC: A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

B. BLACK, NON-HISPANIC: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

A. ASIAN OR PACIFIC ISLANDER: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.

I. AMERICAN INDIAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

H. HISPANIC: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Do you want this information disclosed to the hiring department for consideration under the University's affirmative action program? Yes No

3. Disability Status (check if applicable):

Yes Any person who: (I) Has a physical or mental impairment which substantially limits one or more of such person's major life activities; (II) Has a record of such an impairment; or (III) Is regarded as having such an impairment (**The completion of this part does not constitute notification for purposes of accommodation**).

Do you want this information disclosed to the hiring department for consideration under the University's affirmative action program? Yes No

4. Veteran Status (check one, if applicable):

Vietnam Era Veteran A person who: (A) Served on active duty for a period of more than 160 days and was discharged or released therefrom with other than a dishonorable discharge if any part of such active duty occurred: (i) In the Republic of Vietnam between 2/28/61 and 5/7/75, in all cases; or (ii) Between 8/5/64 and 5/7/75; or (B) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) In the Republic of Vietnam between 2/28/61 and 5/7/75; or (ii) Between 8/5/64 and 5/7/75, in all cases.

Other Eligible Veterans A veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This includes WW II veterans with active duty service between December 7, 1941 and April 28, 1952. Refer to Criteria Identifying Other Eligible Veterans on back of this form.

Do you want this information disclosed to the hiring department for consideration under the University's affirmative action program? Yes No

5. Veteran/Disability Status (check if applicable):

Special Disabled Veteran (A) A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Department of Veterans Affairs for a disability: (i) Rated at 30% or more; or (ii) Rated at 10 or 20% in the case of a veteran who has been determined under 36 U.S.C. 3106 to have a serious employment handicap; or (B) A person who was discharged or released from active duty because of a service-connected disability.

Do you want this information disclosed to the hiring department for consideration under the University's affirmative action program? Yes No

Criteria Identifying Other Eligible Veterans

Prior to the enactment of the Veterans Employment Opportunities Act of 1998 (Public Law 105-339), the affirmative action obligations of federal contractors and subcontractors regarding veterans, and the VETS-100 reporting requirement, applied to two groups of veterans-Special Disabled Veterans and Veterans of the Vietnam Era. The criteria identifying these two groups are provided in the instructions on the reverse of the VETS-100 Report Form. The new legislation identifies a third category of veterans, identified in general terms as "Other Eligible Veterans", who are entitled to affirmative action in employment and who are to be included in the VETS-100 Reports submitted by federal contractors and subcontractors. **The inclusion of veterans from this group is optional for this year's (1999) VETS-100 Report but will be required for next year's (2000) VETS-100 Report.**

The general category of Other Eligible Veterans includes two key veteran groups. First, it includes veterans who served in a "war". Since the last declaration of war issued by Congress initiated World War II, veterans with active duty service between December 7, 1941 and April 28, 1952 are considered veterans of World War II and are included in the Other Eligible Veterans category. The second veteran group in the Other Eligible Veterans category includes those veterans who served in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded. This includes a number of military engagements.

While the precise number of servicemembers involved in each of these engagements is not available, it is clear that a relatively large number received the Korean Service Medal for the Korean conflict, but the number of veterans from this conflict who are still in the workforce probably is low. Similarly, it is clear that a relatively large number of servicemembers received the SW Asia Service Medal for service during Desert Shield or Desert Storm against Iraq, and a much larger number of veterans from this conflict will still be in the workforce. For the remainder of these engagements, the number of veterans with qualifying service appears to be smaller and the probability of their participation in the current workforce is likely to be determined principally by the amount of time that has elapsed since the end of the engagement.

The number of military engagements is subject to change, as periods of service end and new medals are added. For that reason, the instructions on the reverse of the VETS-100 Report Form include the address of a web site maintained by the Office of Personnel Management that is updated to reflect any changes that take place. The current summary of that listing is provided for the convenience of federal contractors and subcontractors. It is intended to assist federal contractors and subcontractors to prepare for the requirement to include Other Eligible Veterans in next year's VETS-100 Reports. VETS-100 staff also will make every possible effort to assist federal contractors and subcontractors with those preparations. Therefore, if there are further questions regarding the Other Eligible Veterans category, federal contractors and subcontractors can e-mail to othervets@vets100.com and can call (703) 461-2460.