



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
 Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 www.umvrdc.org

## Application for Employment

Please fill out **ALL** information on the enclosed form. **Incomplete applications will not be considered.**

<b>Date:</b>		<b>Name:</b> (Last, First, Middle)			
<b>Mailing Address:</b> (Street) (Apt. No.) (City) (State) (Zip Code)					
<b>Phone:</b>			<b>Email:</b>		
<b>Do you have the legal right to work in the United States?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <small>(Final confirmation of employment with UMRDC is contingent upon timely completion of an Employment Eligibility Verification Form (Form I-9))</small>		<b>Are you at least 18 years of age?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Do you have any relatives employed by or on the board of the UMRDC?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, whom?</b> _____	
<b>Have you ever been dismissed or forced to resign a position?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>How did you learn about this job for which you are applying?</b>		<b>Do you have a valid driver's license?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>State</b> ___ <b>License #:</b>	
<b>Have you ever been previously employed by the UMRDC?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If yes, date of hire/title:</b>				<b>Available Start Date:</b>	
<b>Position Applying For:</b>			<b>Type of Employment you are Seeking:</b> Full-time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		
<b>Education Background:</b> Indicate all levels of education you have completed.					
<input type="checkbox"/> Less than high school <input type="checkbox"/> 2 year college <input type="checkbox"/> HS Grad <input type="checkbox"/> Technical school <input type="checkbox"/> Some college <input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Some graduate school <input type="checkbox"/> Master's Degree					
<b>Attach all college transcripts to this application.</b>					
<b>Education:</b>		Type of Degree	Major/Minor		
Name	Location				
List any relevant registrations, licenses or certifications you have.					

**Work Experience:** Starting with your present or most recent employer, list ALL prior work history. Attach other pages as necessary. **Provide explanation for any gaps in employment.**

<b>Present or last employer name</b>	Address, City, State
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Your supervisor's name	Supervisor's phone number
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Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
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Provide detailed summary below of all job duties / accomplishments:

May we contact this employer prior to a job offer?    \_\_\_ Yes    \_\_\_ No    \_\_\_ Notify me first

<b>Previous employer name</b>	Address, City, State
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Your supervisor's name	Supervisor's phone number
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Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
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Provide detailed summary below of all job duties / accomplishments:

<b>Previous employer name</b>	Address, City, State
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Your supervisor's name	Supervisor's phone number
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Dates employed (month/year) From:            To:	Ending Salary	Job Title	Reason for leaving
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Provide detailed summary below of all job duties / accomplishments:

### Election of Veterans Preference

The UMRDC awards Veterans Preference to qualified veterans and spouses of deceased veterans in accordance with MN Statutes, Section 197.455. Complete this section only if you are a veteran and claiming Veteran's Preference. NOTE: If you elect to use Veteran's Preference, you must provide a copy of your DD-214. Disabled veterans must also supply form FL-802 or an equivalent letter from Veteran's Administration. The spouse of a deceased veteran must provide a death certificate along with other required eligibility papers.

**My supporting documentation:** \_\_\_\_\_ is attached.

\_\_\_\_\_ will be submitted by the application deadline.

### Type of preference you are claiming:

\_\_\_\_\_ Veteran

\_\_\_\_\_ Disabled Veteran

\_\_\_\_\_ Spouse of Deceased Veteran

\_\_\_\_\_ Spouse of Disabled Veteran

**Computer Expertise:** Please check the box next to all areas that you have experience in and attach a detailed summary of your experience with that software.

Microsoft Word \_\_\_\_\_ years experience

Microsoft Excel \_\_\_\_\_ years experience

Microsoft Outlook \_\_\_\_\_ years experience

ArcGIS \_\_\_\_\_ years experience

Access \_\_\_\_\_ years experience

SPSS \_\_\_\_\_ years experience

web development and/or editing software ( please specify ) : \_\_\_\_\_

**Expertise Checklist for Community Development Planner:** Please check the circle next to all areas that you have experience in and attach a detailed summary of your experience in that area.

- Establishment and implementation of annual goals, strategies
- Working with local units of government
- Working with state and or federal programs
- Developing contract for services
- Development of Safe Routes to School Plans
- Development of County Hazard Mitigation Plans
- Grant writing
- GIS
- Community strategic planning
- Capital improvement planning
- Environmental reviews
- Comprehensive planning and plan updates
- Telecommunication/broadband planning
- Business retention and expansion processes
- Community finance methods
- Loan fund management
- MN DEED Small Cities Development Program
- USDA Rural Development programs
- Survey development and analysis
- Renewable energy project development
- Transportation planning

**Application Attachment Checklist:**

**Cover letter highlighting three things you can contribute to the UMVRDC community development team.**

**List ALL work history**

- Include internships**
- Explain any gaps in employment.**
- Detailed explanation of work responsibilities and accomplishments**

**Provided detailed summary of computer experience**

**Provided detailed summary of Community Development Planner expertise**

**Attach All School Transcripts**

**Signed Certification and Authorization Statement**

**Form DD-214 or FL-802 if claiming veterans preference**

**Other Attachments:** To assist us in evaluating your application, please feel free to attach any additional information necessary to describe your full qualifications. Please list attachments below:

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### **Certification and Authorization Statement**

#### **Please read carefully and sign below:**

I understand that this employment application and any other documents presented to me in the course of applying for employment with UMRDC are not contracts or promises of employment. If employed, I understand the duration, hours, nature, compensation and benefits of my employment may be changed and modified from time to time without limitation or condition. Employment is at will in nature, meaning that the Upper Minnesota Valley Regional Development Commission or the employee may terminate employment at any time, with or without notice.

I understand that if I am chosen as a finalist for this position a criminal background investigation, drivers record and credit check will be performed.

I authorize UMRDC to investigate all statements on this application, including work history and education. I authorize my previous employers and work references to release any and all personnel data, including performance evaluations and complaints against the employee, to the UMRDC as it relates to my application for employment at the UMRDC. Specifically, I release and waive any and all claims, including but not necessarily limited to claims for defamation, libel and slander, that I may have against any such individual or company as a result of their compliance with UMRDC's request for information.

I authorize all schools, colleges, universities and other educational institutions I have attended to provide UMRDC with all information which it seeks related to the dates of my attendance, the degrees I have earned, the courses I have taken, my grade point average and related matters. I waive and release any and all claims I may have against these institutions as a result of their compliance with UMRDC's request for information.

I certify that the information I have provided in this application is true and correct to the best of my knowledge and belief. I understand that any false statements or omissions in this employment application form, or made in the course of applying for employment at UMRDC, may disqualify me for employment or cause my subsequent dismissal from employment.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

#### **EQUAL OPPORTUNITY EMPLOYER**

The UMRDC does not discriminate in employment and no question on this is used for the purpose of limiting or excluding any applicant's consideration for employment on the basis prohibited by local, state, or federal law.

#### **DATA PRACTICES**

In accordance with the Minnesota Government Data Practices Act, the Upper Minnesota Valley Regional Development Commission (UMVRDC) 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. You are not required to provide this information; however, it is necessary to determine if you are qualified for employment. If you do not supply the required information, the UMRDC will not be able to consider you for employment. The use of the data we collect is limited to that necessary for the administration and management of the UMRDC's employment practice. Persons or agencies with whom this information may be shared include: UMRDC's Executive Director, Finance Director, and managers and supervisors in a department where the job openings occur. Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private. You may exercise your rights as contained in the Minnesota Government Data Practices Act. These rights include: the right to see and obtain copies of the data maintained on you; the right to be told the contents and meaning of the data; and the right to contest the accuracy and completeness of the data. To exercise these rights, contact the Executive Director of the UMRDC.