



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.**

Position Applying For: <input type="checkbox"/> Community Development Asst.		Type of Employment you are Seeking: Full-time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/>		
Today's Date:		Name: (Last, First, Middle)		
Mailing Address:		(Street)	(Apt. No.)	(City) (State) (Zip Code)
Phone:		Email:		
Do you have the legal right to work in the United States? 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>		Are you at least 18 years of age? Yes <input type="checkbox"/> No <input type="checkbox"/>		Do you have any relatives employed by or on the board of the UMRDC? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, whom? _____
Have you ever been dismissed or forced to resign a position? Yes <input type="checkbox"/> No <input type="checkbox"/>		How did you learn about this job for which you are applying?		Do you have a valid driver's license? Yes <input type="checkbox"/> No <input type="checkbox"/> State _____ License #: _____
Have you ever been previously employed by the UMRDC? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, date of hire/title: _____			Available Start Date:	
Attach all college transcripts to this application.				
Post-Secondary Education:				
Name	Location	Year	Type of Degree	Major/Minor/Certificate
List any other relevant registrations, licenses or certifications you have:				

Work Experience: Starting with your present or most recent employer:

- **List ALL prior work history including internships and jobs unrelated to this position**
- Provide explanation for any gaps in employment.

Current or last employer name

Address, City, State

Your supervisor's name

Supervisor's phone number

Dates employed
(month/year)

From: To:

Ending Salary

Job Title: _____

Reason for leaving

 Full time Part Time _____ hrs/week

Provide detailed summary below of all job duties / accomplishments:

May we contact your current employer? Yes

NO

Contact me first

Previous employer name:

Address, City, State

Your supervisor's name

Supervisor's phone number

Dates employed
(month/year)

From: To:

Ending Salary

Job Title: _____

Reason for leaving

 Full time Part Time _____ hrs/week

Provide detailed summary below of all job duties / accomplishments:

Previous employer name:

Address, City, State

Your supervisor's name

Supervisor's phone number

Dates employed
(month/year)

From: To:

Ending Salary

Job Title: _____

Reason for leaving

 Full time Part Time _____ hrs/week

Provide detailed summary below of all job duties / accomplishments:

Check one option:

I am a Veteran.

I am not a Veteran.

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

x Place a check next to all areas that you have experience in.
You must provide a detailed summary of your experience in that area. You may attach a separate page if necessary.

Microsoft Word _____ years' experience. **Please give specific examples of how you have used this:**

Microsoft Excel _____ years' experience. **Please give specific examples of how you have used this:**

Microsoft Outlook _____ years' experience. **Please give specific examples of how you have used this:**

Please describe all graphic design software you have experience with and provide examples of how you have used it.

Expertise Checklist

x Place a check next to all areas that you have experience in.
You must provide a detailed summary of your professional experience in that area. You may attach a separate page if necessary.

1. Graphic design. **Please describe:**

2. Creating complex documents, reports or studies. **Please describe:**

3. Utilization of social media for marketing and communication. **Please describe:**

4. Customer service experience. **Please describe:**

5. Development and maintenance of websites. **Please describe:**

6. Project management. **Please describe:**

7. Making presentations to small or large groups. **Please describe:**

8. Office filing **Please describe:**

9. Creating complex tables and charts. **Please describe:**

10. Writing **Please describe:**

11. Event planning. **Please describe:**

12. Creating and maintaining complex databases. **Please describe:**

Application Checklist: Please review this checklist to assure your application is complete. Incomplete applications will not be considered.

Cover letter highlighting three things you can contribute to the UMRDC communications team.

Portfolio of at least 3 examples of work including both written and graphic design examples.

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 answers to expertise checklist

Attached 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 note we do not accept resumes in place of any of the information that we have requested on this application. 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.