



*Le Sueur County* welcomes you  
as an applicant for employment.

## *Employment Application*

It is the policy of Le Sueur County to provide equal opportunity to all employees and applicants for employment. Le Sueur County will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance. Our employment decisions are made on the basis of individual ability and merit.

### Applicants Name

Last: \_\_\_\_\_ First: \_\_\_\_\_

### Guidelines for Understanding the Employment Process and Completing The Application Form:

To ensure that your application will be accurately processed, please review the following:

1. Please print or type when completing this form.
2. **EITHER:** (a) Complete a separate application form for each position opening you apply for, following instructions completely and signing your application where required, or: (b) Contact the Le Sueur County Personnel office in writing and request that a previously completed application be used to apply for the current position opening.
3. Be specific and complete when filling out the Employment History section; application forms that are incomplete will be removed from further consideration. If additional space is needed to complete your employment history, extra sheets are available from the Le Sueur County Personnel Office.
4. Applications received after the closing date will not be accepted.
5. Le Sueur County strongly encourages County employees to live within the county they serve.

More



6. Recruitment of employees will be administered by the Personnel Office. At a minimum, all non-Human Services openings will be advertised in all newspapers in Le Sueur County and will be listed with Minnesota Job Services. Human Services applicants will be selected from the list supplied from the Minnesota Merit System.
7. When the stated application deadline is past, all applications will be reviewed and evaluated to determine how well each applicant is suited for the position opening.
8. The County Personnel Office will schedule interviews with the best qualified applicants.
9. Interviews will be conducted with the Personnel Coordinator and the appropriate department head. Others may be involved as needed. After discussion, they will select the best applicant for the position.
10. The County Personnel Coordinator will inform the successful applicant and arrange a starting date. Applicants will be notified by mail that the position has been filled.

If you have any questions concerning completion of your employment application or the employment procedures for Le Sueur County, please call the County Personnel Coordinator at (507) 357-8517.

## Personal Information

Position Applying For \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone ( ) \_\_\_\_\_ Home Phone ( ) \_\_\_\_\_

Are You Under 18 years of age ? \_\_\_\_\_ yes \_\_\_\_\_ no

## Employment History

- ◆ Le Sueur County uses a 100-point system to assign value to the experience and training that relates most closely to the position you are applying for. Your experience and training will be scored using the experience and training value system designed for this position. Those applicants (typically the top 6 to 8) with the highest points will be interviewed for the position.
  - ◆ In order to receive the correct points and credit for the knowledge and skills you have acquired, it is absolutely necessary that you are specific when describing these skills. Do not use a single general statement to describe the duties you have performed. List each major duty performed for each position held within the past five years. Whether you are describing your experience as a clerical worker, truck driver, or social worker, list each duty separately and be specific. Describe duties in specific terms such as “performed word processing using WordPerfect” or “created spreadsheets using Lotus 1-2-3/Excel”. Statements such as “performed general clerical work”, “operated heavy equipment”, or “handled a foster care case load” are all too general.
  - ◆ Please be very specific in stating the dates of employment and number of hours you worked per week for each job experience indicated. We need this information to properly score your experience. If hours worked per week vary, please use the average number of hours worked per week.
  - ◆ Complete the boxed-in “Length of Employment” section for positions held within the past five years. But, please do include all of your relevant work experience in the Employment History section.
  - ◆ Please give accurate, complete employment information. List your present or most recent experience first. Additional employment history sheets are available in the Personnel Office if you need extra space to list your job experiences.
-

Do not mark your application "Please see resume".

## Present or Most Recent Employer

Length of Employment: Complete this boxed area only if experience is within the last five years.  From: _____ To: _____ mo/yr mo/yr
--

Hours per week: \_\_\_\_\_

Number of years and months employed in this position:      \_\_\_\_\_      \_\_\_\_\_  
Years Months

What was your hourly rate/salary?      \_\_\_\_\_      \_\_\_\_\_  
Starting Final

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's Name and Title: \_\_\_\_\_

Your Job Title: \_\_\_\_\_

Numbers and types of positions you supervised: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

Principal Responsibilities (be complete): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact this employer regarding your work record? \_\_\_\_ Yes \_\_\_\_ No



## Education

If specific education or training is required for the position you are applying for, you must include your transcript (s) (an original or photocopy) with this application form.

Educational Institution	Name & Address of Institution	Course of Study (Major/Minor)	Did you Graduate?	Diploma or Degree Awarded
High School				
College				
College				
Other (Specify)				

## Drivers Licenses

Please indicate if you currently have any of the following drivers licenses, only if required for this position.

Minnesota Class A \_\_\_\_\_

Minnesota Class B \_\_\_\_\_

Minnesota Class D \_\_\_\_\_ or equivalent

Please include a photocopy of your license. **A copy with your application form is required for consideration.**

## Other Licenses

Please list any other licenses, registrations or certifications that are required or pertinent to the position you are applying for. If this licensing, etc. is required for the position, and you fail to include a photocopy of it with your application form, your name will be removed from further consideration for the position. If this licensing is not required for the position, but you feel it is relevant and may be an item for which we are awarding points, a photocopy must be included with your application for credit to be awarded.

License or Certificate	Licensing Agency	Expiration Date	License #

## Professional References

List people you know well, preferably from a work environment. Do not refer to an acquaintance or relative.

Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_

-----  
Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_

-----  
Name \_\_\_\_\_ Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_ Occupation \_\_\_\_\_

## Have You . . .

1. Thoroughly read this entire application with special attention to the enclosed Tennessee Warning?
2. Signed this application in all required places:
  - (a) the Tennessee Warning
  - (b) the Employee Certification
  - (c) and the Claim for Veterans PreferencesThis application will not be accepted without all the necessary signatures.
3. Provided sufficient information so that proper credit for training and experience is given?
4. Completed the claim for Veterans Preference if applicable to you? Also, a copy of your DD Form 214 is to be attached to the Claim Form at the time of application to determine your eligibility for points. Your DD 214 will NOT be accepted after the position closing date.
5. Have you included copies of all licensing?

## Employee Certification

Before signing this application, read the following waiver carefully.

1. I have read and understand the job announcement for the position for which I am applying and certify that the answers given in this application are true and complete to the best of my knowledge.
2. I authorize all current and previous employers to release job-related information upon the written request of the Le Sueur County Personnel Office. However, I understand that if, in the Employment History section, I have answered "No" to the question "May we contact this employer?" contact with the employer will not be made without my specific authorization.
3. I authorize the Le Sueur County Personnel Office to verify all information on this application to determine whether or not I am qualified for the position for which I am applying.
4. I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.

---

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Please return this completed application form to:

Le Sueur County Courthouse  
88 South Park Avenue  
Le Center, MN 56057  
507-357-2251 Phone  
507-357-6375 Fax

Hours: 8:00 a.m. - 4:30 p.m., Monday through Friday

---

(Office Use Only) Date Received: \_\_\_\_\_

# Le Sueur County Affirmative Action Applicant's Information

To All Applicants:

The following information in no way affects you as an individual applicant. This information will be used to find out how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. The information will not be maintained in personnel files and it will not be made available to any person involved in decisions affecting an individual's appointment or promotion to a position. Although providing this information is voluntary, it is important that all applicants answer these questions so that we may take steps to prevent discrimination in the recruitment and selection of employees for public service.

Position applying for: \_\_\_\_\_

Instructions: Check the choice that answers each of the following questions.

1. What sex are you? \_\_\_\_\_Female \_\_\_\_\_Male

2. Of the following, of what racial/ethnic group do you consider yourself?

- \_\_\_\_\_ American Indian/Alaskan Native
- \_\_\_\_\_ African American
- \_\_\_\_\_ Asian or Pacific Islander
- \_\_\_\_\_ Spanish or Mexican American
- \_\_\_\_\_ White
- \_\_\_\_\_ Other \_\_\_\_\_

3. Do you have a disability? \_\_\_\_\_ No \_\_\_\_\_ Yes

4. How did you learn about this job opening?

- \_\_\_\_\_ Local County Paper
- \_\_\_\_\_ School
- \_\_\_\_\_ Minority or Female Publication/Organization
- \_\_\_\_\_ County Employee
- \_\_\_\_\_ State Job Service
- \_\_\_\_\_ Walk-In
- \_\_\_\_\_ Posting in Courthouse

Date: \_\_\_\_\_

# Le Sueur County Veteran's Preference Claim Form

The eligibility requirements for veteran's preference are listed below. Read them carefully to see if you qualify. If you do wish to receive preference, be sure to complete this section. Anyone eligible for receiving a monthly veteran's pension benefit based exclusively on length of military service is not eligible. Providing the information in this section is voluntary.

## Veteran Eligibility for Open Competitive Position (Five {5} Points)

1. Have a discharge under honorable conditions from active military service.
2. Be a citizen of the United States or a resident alien.
3. Have served on active duty for at least 181 consecutive days.
4. Have been separated by reasons of disability incurred while serving on active duty.
5. Have met the minimum active duty requirements for eligibility for federal veterans benefits.

## Disabled Veteran Eligibility for Open Competitive Position (Ten {10} Points)

Must have a compensable service connected disability as adjudicated by the United States Veteran's Administration or by the Retirement Board of the several branches of the armed forces and the disability must exist at the time preference is claimed.

## Disabled Veteran Eligibility for Promotional Position (Five {5} Points)

Must, at the time of election to use preference, be entitled to disability compensation for a permanent service-connected disability rated at 50% or more and the position for which you are applying must be the first promotion after entering public employment.

## Eligibility as a Spouse of a Deceased or Disabled Veteran

Must be a spouse of either a deceased veteran or the spouse of a disabled veteran who, because of a disability, is unable to qualify for the particular position due to his/her disability and who would have or does meet the criteria for one of the above-listed preferences.

ALL APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST ATTACH A COPY OF HIS/HER DD214. FAILURE TO DO SO MAY RESULT IN LOSS OF VETERAN'S PREFERENCE ELIGIBILITY.

---

Name of Veteran (last, first, middle)

Date of Birth

---

Name of Applicant—if different than veteran (last, first, middle)

---

Address

City

State

Zip

## To be Completed by Veteran or Spouse of Deceased Veteran

Are you a U.S. Citizen or resident Alien? Yes \_\_\_\_\_ No \_\_\_\_\_ Were you honorably discharged from military Service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Were you separated from military service after serving active duty for at least 181 consecutive days? \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you currently have a compensable service related disability? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, and you are seeking your first promotion with Le Sueur County, what is the % of your disability? \_\_\_\_\_

For spouse of deceased veteran, date of death? \_\_\_\_\_

---

Signature of Veteran

Social Security Number

Date

If spouse of Disabled Veteran, please answer the following:

If spouse is disabled, please explain why your spouse does not qualify for this position: \_\_\_\_\_

---

Claim Number (if disabled)

State Claim is Filed in

For Le Sueur County Use Only: Is the veteran named above rated as having a compensable service related disability? \_\_\_\_\_ Yes \_\_\_\_\_ No

% of disability? \_\_\_\_\_ By \_\_\_\_\_ Date \_\_\_\_\_

## Tennesen Warning

In accordance with the Minnesota Government Data Practices Act, Le Sueur County is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at Le Sueur County. All data collected is considered private except for the following;

1. Your veteran's status
2. Relevant test scores.
3. Your rank on our eligibility list.
4. Your job history.
5. Your education and training.
6. Your work availability.

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules and regulations of Le Sueur County. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability date is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available to you, appropriate county employees, and others as provided by state and federal law who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data.

Except for race, sex, age, and disability date, the information you give us about yourself is needed to identify you and to assist the Le Sueur County Personnel Office in determining your suitability for the position for which you are applying. Race, sex, age, and disability data are used in summary form by Le Sueur County to monitor protected class employment and to meet federal, state and local reporting requirements.

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

---

Applicant's Printed Name

---

Applicant's Signature

---

Date