



**APPLICATION FOR EMPLOYMENT**  
The City of Proctor Police Department  
100 Pionk Drive  
Proctor, MN 55810

Phone: (218) 624-7788  
Fax: (218) 628-3271

Position Applying For  May we call you at work?  Yes  No

Last Name  First Name  Middle Name

Street Address  Home Phone

City  State  Zip  Cell Phone

Email Address  Yes  No Are you 18 years or older?  Work Phone

Are you a United States citizen, or if not, do you have permission to work in this country?  Yes  No  MN POST Number (If available)  SSN

**FORMAL EDUCATION**

Did you graduate from high school or receive a G.E.D.?  Yes  No

University, College, Technical, or Professional School

Name	Location	Degree/Certificate	Major/Minor
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**RECORD**

Have you ever been convicted for a violation other than a minor traffic offense?  
If yes, provide details on a separate sheet and attach. You must report all convictions. IF it is determined they are not job related, they will not disqualify you.  Yes  No

**ATTENTION - THIS STATEMENT MUST BE SIGNED. ANY FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW.** READ THE FOLLOWING STATEMENTS CAREFULLY BEFORE YOU SIGN THIS APPLICATION.

I understand and agree that I may be required to take one or more physical examinations as a condition of hiring or continued employment. I agree to consent to take such test(s) at such time as designated by the City and to release the City, its directors, officers, agents or employees from any claim arising in connection with the use of such test(s).

I hereby authorize the City of Proctor 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 any educational institution relating to academic performance. I hereby authorize all current and previous employers (unless noted otherwise on the reverse side of form) to release any information in their files pertaining to my employment history, including, but not limited to, the nature of my employment, wages, attendance records, performance reviews and disciplinary actions.

I certify that all of the statements by me in this application are true, complete and correct to the best of my knowledge and belief, and are made in good faith. I understand that any false information or omission of information from this application may be cause for rejection, or dismissal if employed. I have read the Tennessen Warning (page3) and agree to supply the information on this form with full knowledge of the meaning of that warning.

\_\_\_\_\_  
Signature of Applicant \_\_\_\_\_  
Date



### EMPLOYMENT HISTORY

Provide a complete description of all qualifying experience, paid and/or volunteer, starting with the most recent position held. (Please refer to instructions on page 4.)

May we contact your present employer?  Yes  No

May we contact your previous employer?  Yes  No

Name of Employer  Email Address

Address (City, State, Zip)

Phone Number  Position

Duties

Dates of Employment (From)  (To)  Name of Supervisor

Reason for Leaving

Name of Employer  Email Address

Address (City, State, Zip)

Phone Number  Position

Duties

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Name of Employer  Email Address

Address (City, State, Zip)

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Address (City, State, Zip)

Phone Number  Position

Duties

Dates of Employment (From)  (To)  Name of Supervisor

Reason for Leaving



**REFERENCES (List 3)**  
Name, Address, Telephone

1

2

3

**TENNESSEN WARNING**

This application is to assist in the process for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to city departments where you may be considered for employment. Names of applicants become public when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position.

Private Data	Why we ask for it	Are you legally	What may happen if you do not provide the required information?
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	
Street Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application
Telephone	To be able to contact you to determine availability interviews.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be a job related conviction.	Yes	We will not be able to make determinations required by law.



## INSTRUCTIONS FOR COMPLETING APPLICATION FORM

If you do not provide complete information, you may receive an inaccurate score or be removed from further consideration. So that your application will be processed accurately, please do the following:

1. Complete application accurately and legibly.
2. Work Experience Section: List your present or most recent experience first, including all job-related volunteer and/or unpaid experience.

If you attach additional information sheet(s), include all the information requested on the application, i.e., organization, position title, length of employment, total time, hours per week, major activities and percentages. If hours per week vary, please use the average number of hours per week.

Resumes are accepted if they are required per the job announcement. Please do not submit personal information, i.e. birth date, marital status, activities, etc. This information will automatically be removed from your resume.

To receive proper credit under work experience list the five most important and/or time-consuming duties on each position. Do not include unimportant job duties which are performed only occasionally.

Do not write "see prior applications."

3. Your application and supporting material becomes the property of the Proctor Police Department and cannot be returned.
4. The only adjustments you may make on your application after the closing date for filing is your name, address, telephone number or availability information.

**All applicants for police officer shall be subject to a thorough background investigation including fingerprinting. Employment of any applicant for police officer shall depend upon his or her successful completion of a written test, a physical (medical) examination, a psychological evaluation, and an oral interview.**



### MILITARY SERVICE

Are you a veteran?  Yes  No Branch of Service  Current Military Status

What was your area of specialization?

Do you wish to apply for Veterans' Preference points  Yes  No

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Proctor by the application deadline of the position for which you are applying.

### Authorization

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Proctor is "at will," and that employment may be terminated by either the City of Proctor or me at any time, with or without notice.

With my signature below, I am providing the City of Proctor authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Proctor in writing of any changes to information reported in this application for employment.

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

\_\_\_\_\_  
Date

