

City of  
Minnesota Lake

103 Main St N, PO BOX 98  
 Minnesota Lake MN 56068  
 (507) 462-3277

**NOTICE TO ALL APPLICANTS FOR EMPLOYMENT**

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of Minnesota Lake during the application process.

The information about yourself that you provide to the City of Minnesota Lake during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the City.

<b>PRIVATE DATA</b>	<b>WHY WE ASK FOR IT</b>	<b>ARE YOU LEGALLY OBLIGATED TO PROVIDE IT?</b>	<b>WHAT MAY HAPPEN IF YOU DON'T PROVIDE IT?</b>
<b>Name/Address</b>	To distinguish you from all other applicants; to be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
<b>Home Telephone</b>	To be able to contact you to determine availability for interview.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
<b>Sex, Racial/Ethnic Group, Disability Status *</b>	To be able to make Equal Opportunity reports as required by law and to provide affirmative action in our recruiting process.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
<b>Test Accommodations</b>	To determine whether you need special test accommodations.	No	We will not be able to provide you necessary test accommodations in a timely manner.
<b>Conviction Record</b>	To determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.
<b>Age Range</b>	To accurately certify applicants for certain types of work as per State law.	Yes	Failure to provide information may be cause for rejecting an application.
<b>Driver's License</b>	May be required to drive City Vehicles	No	Failure to provide information may be cause for rejecting an application.

\* **DEFINITION OF DISABILITY:** "A physical or mental impairment that substantially limits one or more of the individuals' major life activities, as well as a record of such an impairment; or an individual regarded as having such an impairment."

The information contained in this application is considered private data under the Minnesota Data Practices Act, and will be used only in conjunction with your possible employment. Please furnish complete information so we may accurately and completely assess your qualifications. Your application will be evaluated in comparison to the requirements of the position for which you are applying. As an applicant for employment, your name is considered private until you become a finalist for employment with the city. You are considered a finalist if and when you are selected for a final interview. If the City of Minnesota Lake hires you, some of the information contained on this application form (such as previous employment experience and educational background) will become public data.