

2522 Marshall Street NE Minneapolis, Minnesota 55418-3329 (612) 465-8780 (612) 465-8785 fax

www.mwmo.org

MISSISSIPPI WATERSHED MANAGEMENT ORGANIZATION

EMPLOYMENT APPLICATION

We welcome you as an applicant for employment with the Middle Mississippi Watershed Management Organization ("MWMO"). Your application will be considered with others in competition for the position in which you are interested. All information contained in or connected with this application will be considered personal and confidential and will be used only in conjunction with your possible employment by the MWMO. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

RETURN TO: MWMO

Human Resources 2522 Marshall Street NE Minneapolis. MN 55418-3329 Please note that the MWMO does not accept faxed copies of completed

employment applications forms. Please print neatly in ink

4) LAST NAME: FIRST NAME: MIDDLE NAME: 6) STREET ADDRESS: CITY: STATE: ZIP CODE: EMAIL: 7) PERSONAL PHONE: 8) BUSINESS PHONE: 9) ARE YOU UNDER THE AGE OF 21? 10) DO YOU HAVE RELATIVES WORKING FOR THE MWMO? PET: 11) EMPLOYMENT POSITION DESIRED: PERMANENT FULL-TIME 12) HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE MWMO? (check any you would accept) PERMANENT PART-TIME 12) HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE MWMO? (check any you would accept) PART-TIME 12) HAVE YOU PREVIOUSLY BEEN EMPLOYED BY THE MWMO? 13) WORK EXPERIENCE LIST YOUR PRESENT OR MOST RECENT EXPERIENCE FIRST. (Do not include dates more than 10 years ago.) ATTACH ADDITIONAL SHEET IF NECESSARY. BE COMPLETE. PHONE NUMBER: (mineapons, mi		ENERAL INI	FORMATION			
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		13) WORK EX	PERIENCE (CONTINUED)	9)		
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MAY WE CONTACT THIS EMPLOY YES NO IF NO, EXPLAIN						

			14) EDU	CATION				
DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A			EDUCATION	COMPLETED				
GED? YES NO SCHOOL ATTENDED:			HIGH SCHOO	L COLLEGI	E: ASSOCIATES	BACHELORS	GRADUATE	PHD
NAME AND LOCATION OF COLLEGE, UNIVERSITY OR TECH SCHOOL QTR. OR SEM. HOURS			DID YOU GRADUATE?	CERTIFICATE (DEGREE	OR COURSE	OF STUDY		
15) RELEVANT C	CURRENT PROFESSIONA	L MEMBERSHIPS, RI	EGISTRATIONS	OR LICENSES.	INCLUDE DATE	SISSUED:		
		16) JOB RELEVANT	VOLUNTEER A	ND UNPAID WO	ORK EXPERIEN	CE		
	KIND OF VOLUNTEER ACTIVITY MAJOR RESPON (Do not specify organization)		SIBILITIES		OF TIME PER NSIBILITY	NUMBER OF HOU PER MONTH	-	S 10
17) DESCRIBE A	NY ADDITIONAL EXPERI	ENCE OF TRAINING T	THAT QUALIFIES	YOU FOR THIS	S JOB:			
	18)	OFFICE EQUIPMENT	, WORD PROCI	ESSING AND CO	MPUTER EXPE	RIENCE		
HARDWARE EXP	ERIENCE (be specific)							
SOFTWARE EXPE	ERIENCE (be specific)							
OTHER:				TYPING S	SPEED: (words	per minute)		
19) DRIVER'S IN			STATE:	CLASS:	EXPIRATIO	ON:		
			20) REFE	RENCES				
GIVE THE NAMES	S OF AT LEAST FOUR PE ARACTER.	OPLE OTHER THAN F	·		ACTED REGAR	DING YOUR QUALIF	FICATIONS, WORK	
NAME PRESENT ADDRESS			TELEPHONE		POS	ITION AND RELATION	N TO YOUR WORK	ζ

21) LEGAL TO WORK
DO YOU LEGALLY HAVE THE RIGHT TO WORK IN THE UNITED STATES? YES NO
IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE MWMOHIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED ALIEN WORKERS. IF HIRED, YOU WILL BE REQUIRED TO PROVIDE WRITTEN DOCUMENTATION OF CITIZENSHIP OR LEGALIZED ALIEN PROGRAM.
22) CRIMINAL RECORD
BACKGROUND CHECKS
THE MWMO CONDUCTS CRIMINAL HISTORY BACKGROUND CHECKS ON ALL EMPLOYEES.
CANDIDATES FOR POSITIONS WORKING WITH CHILDREN WILL NOT BE SELECTED IF THEY HAVE BEEN CONVICTED OF ANY CRIME LISTED IN THE CHILD PROTECTION WORKER ACT (MINNESOTA STATUTES 299C.61 & 62). GENERALLY THIS INCLUDES CHILD ABUSE CRIMES, MURDER, MANSLAUGHTER, FELONY LEVEL ASSAULT OR ANY CRIME COMMITTED AGAINST A MINOR, KIDNAPPING, ARSON, CRIMINAL SEXUAL CONDUCT, AND PROSTITUTION RELATED CRIMES.
BEFORE ANY APPLICANT IS REJECTED ON THE BASIS OF CRIMINAL CONVICTION, HE OR SHE WILL BE NOTIFIED IN WRITING AND WILL BE GIVEN ANY RIGHTS AFFORDED BY MINNESOTA STATUTES CHAPTER 364. THIS INCLUDES THE RIGHT TO SHOW EVIDENCE OF REHABILITATION.
ACCOMMODATIONS
DO YOU HAVE ANY PHYSICAL OR HEALTH LIMITATIONS THAT WOULD REQUIRE SPECIAL OR REASONABLE ACCOMMODATIONS BY THE MWMO: YES NO IF YES, PLEASE DESCRIBE THE NATURE OF THE ACCOMMODATION:
TENNESSEEN WARNING/DATA PRACTICES NOTICE TO ALL APPLICANTS

THE MINNESOTA GOVERNMENT DATA PRACTICES ACT REQUIRES THAT YOU BE INFORMED OF THE PURPOSES AND INTENDED USES OF THE INFORMATION YOU PROVIDED TO THE MWMODURING THE APPLICATION PROCESS OR DURING EMPLOYMENT. ANY INFORMATION ABOUT YOURSELF THAT YOU PROVIDE WILL BE USED TO IDENTIFY YOU AS AN APPLICANT AND TO ASSESS YOUR QUALIFICATIONS FOR EMPLOYMENT WITH THE MWMO. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT, YOU ARE REQUIRED TO PROVIDE THE INFORMATION REQUESTED IN THE APPLICATION FOR EMPLOYMENT. IF YOU REFUSE TO SUPPLY INFORMATION REQUESTED BY THE MWMO, IT MAY MEAN YOUR APPLICATION WILL NOT BE CONSIDERED.

YOU ARE HEREBY ADVISED THAT, UNDER MINNESOTA LAW, THE FOLLOWING INFORMATION GIVEN BY AN APPLICANT IS CONSIDERED TO BE PUBLIC: VETERAN STATUS, RELEVANT TEST SCORES, RANK ON OUR ELIGIBLE LIST; JOB HISTORY; EDUCATION AND TRAINING; WORK AVAILABILITY.

AS AN APPLICANT, YOUR NAME IS CONSIDERED PRIVATE UNTIL YOU ARE CERTIFIED AS ELIGIBLE FOR APPOINTMENT TO A POSITION OR WHEN APPLICANTS ARE CONSIDERED BY THE APPOINTING AUTHORITY TO BE FINALISTS FOR A POSITION WITH THE MWMO. "FINALIST" MEANS AN INDIVIDUAL WHO IS SELECTED TO BE INTERVIEWED BY THE APPOINTING AUTHORITY PRIOR TO SELECTION.

THE DATA CONCERNING YOU, WHICH IS PLACED IN YOUR APPLICATION FOLDER OR IN YOUR PERSONNEL FILE AND WHICH IS NOT LISTED AS PUBLIC, IS PRIVATE. THIS PRIVATE DATA WILL BE SHARED WITH YOU AND THOSE MEMBERS OF THE MWMO STAFF WHO NEED IT TO PROCESS THE APPLICATION, UPDATE YOUR PERSONNEL RECORD, EVALUATE YOUR WORK PERFORMANCE AND IF YOU ARE HANDICAPPED, PROVIDE THE NECESSARY ACCOMMODATIONS. IT MAY ALSO BE SHARED WITH THE FOLLOWING: PERSONS AUTHORIZED TO HAVE ACCESS TO THE INFORMATION UNDER STATE OR FEDERAL LAW; PERSONS AUTHORIZED BY COURT ORDER TO HAVE ACCESS TO THE INFORMATION; AND PERSONS TO WHOM YOU CONSENT IN WRITING TO HAVE ACCESS TO THE INFORMATION.

WITH THE EXCEPTION OF RACIAL AND ETHNIC DATA. THE DATA YOU GIVE US ABOUT YOURSELF IS NEEDED TO IDENTIFY YOU AND TO ASSIST DETERMINING YOUR SUITABILITY FOR THE POSITION FOR WHICH YOU ARE APPLYING. RACIAL AND ETHNIC DATA IS USED TO MONITOR PROTECTED CLASS EMPLOYMENT AND TO MEET FEDERAL. STATE, AND LOCAL REPORTING REQUIREMENTS. FURNISHING RACIAL AND ETHNIC DATA ABOUT YOURSELF, AS WELL AS YOUR SOCIAL SECURITY NUMBER, IS VOLUNTARY.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT THIS APPLICATION IS NOT, AND IS NOT INTENDED, TO BE A CONTRACT FOR EMPLOYMENT. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, OR INTERVIEW(S), MAY RESULT IN DISCHARGE. I UNDERSTAND ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE MWMO.

I CERTIFY THAT ANSWERS HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT I HAVE READ THE "NOTICE TO APPLICATION" REGARDING THE MINNESOTA DATA PRACTICES ACT (MN STATUTES 1301-1390), AND I UNDERSTAND MY RIGHTS AS A SUBJECT OF DATE.

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CONSENT	
AS AN APPLICANT FOR A POSITION WITH THE MWMO, I CONSENT TO THE MWMO ON ME. I UNDERSTAND THAT THE INFORMATION I PROVIDE IS CLASSIFIED AS PR PROVIDING IN THIS BACKGROUND INVESTIGATION FORM AND ANY OTHER INFOR INVESTIGATION, AS IS NECESSARY AND APPROPRIATE, TO THE MWMO.	IVATE. I CONSENT TO THE RELEASE OF THE INFORMATION I AM
APPLICANT SIGNATURE:	DATE:
23) SIGNATUR	E
I UNDERSTAND THE MWMO HAS THE RIGHT TO VERIFY INFORMATION PROVIDED ON THIS APPLICATION OR MY RESUME OR MADE BY ME IN AN INTERVIEW, WHICH BE DISCHARGED FOR CAUSE WITHOUT SEVERANCE PAY OF ANY KIND. FALSE INFORMATION FOR EMPLOYMENT, I AUTHORIZE THE MINQUIRY INTO ANY JOB-RELATED INFORMATION CONTAINED IN THIS APPLICATION AN EDUCATIONAL INSTITUTION RELATING TO ACADEMIC PERFORMANCE (SUCH A ANY AGENT ACTING ON ITS BEHALF FROM ANY AND ALL LIABILITY BT REASON OF	H MAY BE DISCOVERED NOW OR ANY TIME IN THE FUTURE, I MAY ORMATION OR MISREPRESENTATION MAY ALSO SUBJECT ME TO IMMOAND ANY AGENT ACTING ON ITS BEHALF TO CONDUCT ANY I, INCLUDING, BUT NOT LIMITED TO, MY RECORDS MAINTAINED BY S TRANSCRIPTS). MOREOVER, I HEREBY RELEASE THE MWMOAN
YES YES, BUT NOT PRESENT EMPLOYER UNTIL JOB IS OFFERED. NO, (We may be unable to hire you without this information). I DECLARE THAT ANY AND ALL STAEMENTS IN THIS APPLICATION OR INFORMATIC ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTA	
SIGNATURE: (DO <u>NOT</u> PRINT)	DATE:

THE MWMO DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION, FAMILIAL STATUS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

THE MWMODOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN THE ADMISSION OR ACCESS TO OR TREATMENT OF OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. IT IS THE POLICY OF THE MWMOTO PROVIDE REASONABLE ACCOMMODATIONS TO KNOWN PHYSICAL AND MENTAL LIMITATIONS OF QUALIFIED HANDICAPPED APPLICANTS AND EMPLOYEES IN ORDER FOR TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN QUESTION.

THE MWMO IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER

VETERAN'S PREFERENCE POINTS SUPPLEMENT

Must be completed by all applicants
Do you wish to apply for Veterans' Preference points: Yes No

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

- a) be a U.S. citizen or resident alien;
- b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202 (38 U.S.C. § 106)

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service, This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Generally, disability incurred while on, or as a result of, active duty for training purposes does not quality for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447 if it was incurred prior to September 7, 1980.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the MWMO. Please contact our office at 612-782-3301 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE, MUST BE ATTACHED

(Veteran is defined by Minn. Stat. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The MWMO operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served

Signature

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, or have active military service certified under 38 U.S.C. § 106, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the MWMO.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)		Position For Which You Applied				
(=112.5)	()	()		Toshion for when fourtpphed				
				Closing Date				
Address (Street)	(City)	(State)	(Zip)	Phone Number	Are you a US Citizen or Resident			
					Alien? Yes No			
VETERAN (10 poin								
	_	r other documen	tation verify	ing service, must be submitted	l to receive points)			
Honorably disch	arged veteran	Yes No						
DISABLED VETER	DAN (15 points).							
		umentation verif	ving service	and USDVA letter of a com	pensable disability rating decision			
must be submitted to		amentation vern	Jing service	, and OBB (11 letter of a comp	gensuoie disuointy rating decision			
	oility:%							
Have you ever b	een promoted within t	he MWMO emp	loyment?	Yes No				
				n was disabled at time of dea				
					riage certificate, spouse's death must			
be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran).								
Date of Death: Have you remarried? Yes No								
SDOTISE OF DISA	BLED VETERAN (15	: nainta).						
("Member Conv 4" o	f DD214 or DD215 o	r other documen	tation verify	ing service and USDVA lette	r of a compensable service connected			
disability rating decis	ion must be submitted	to receive point	s).	ing service, and CSD VII lette	of a compensable service connected			
	disability rating decision must be submitted to receive points). How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability							
the veteran is unable to qualify for this position because (be specific):								
					that the information given is true,			
					o obtain the required Veterans'			
Preierence verificati	ion documents and su	ibmit them to th	ie MWMO	by the required application	aeaanne.			

Date

AFFIRMATIVE ACTION INFORMATION

(voluntary)

To All Applicants:

The information requested below will be used for statistical purposes only. It will enable us to evaluate our recruitment process in light of federal and state equal opportunity laws. Your cooperation is strictly voluntary. Your application will be reviewed whether or not you provide this information.

Thanks for your help!	
Pate:Position for which applying:	
Gender: Male:	
Ethnic Identification: White Black Asian Hispanic American Indian Other	
Do you have a disability that substantially limits basic work activities? Yes No	
pecial Notice to Disabled Individuals: f you are a disabled person, you are invited to volunteer information concerning any personal physical or mental isability and your suggestions on how we may accommodate you:	
How did you learn about this job? Private employment agency (Name:)	
State job service	
Other public employment agency (Name:)	
Minneapolis Star/Tribune	
St. Paul Pioneer Press	
Other local newspaper (Name:)	
College/Technical School (Name:)	
High School (Name:)	
Walk-in/lobby posting	
MWMO Employee	
Minority group referral (Name:)	
Other (Be specific)	