

Minnesota Valley Action Council, Inc.
Application for Employment

If received electronically, please print out this application and submit it by mail to the following address:



**Human Resources
Minnesota Valley Action Council, Inc.
706 North Victory Drive
Mankato, MN 56001-6803**

MVAC requires a separate application for each position. Please print legibly.

Position _____ Job Location _____

Name _____ Phone () _____
Last First MI

Address _____
Street City State Zip

E-Mail address _____

Military Service? _____ Branch _____ Vietnam Era Veteran? _____

Can you do the essential functions of this job with or without reasonable accommodation? _____

It is our policy to make reasonable accommodations for persons with disabilities in the hiring process and in all employment practices. If you wish to discuss such an accommodation, please contact MVAC Human Resources at the address above.

Are you legally eligible to work in the United States? _____

(If hired, verification will be required.)

Background checks. MVAC does not perform criminal background checks on applicants for employment or request such information from applicants. However, MVAC, at its discretion, may request a criminal or other background check on any potential MVAC employee following an offer of employment, or any current MVAC employee. Results of such a check will be made available to the employee and the results will be kept confidential except for business necessity. MVAC will make an individualized employment assessment of the information provided by such background checks, taking into account factors including, but not limited to, the nature of any crime for which there has been a conviction, the time elapsed, the facts and circumstances surrounding conviction, the nature of the job and business necessity. MVAC reserves the right to rescind any offer of employment at any time and for any reason. Having a criminal history will not necessarily exclude anyone from employment at MVAC.

If handling currency, have you ever been refused a bond related to employment? _____
Have you ever been disciplined or fired? _____ If yes, please explain _____

Reason for interest in this job? _____

Do you have a relative working for MVAC whose position has supervisory authority over the position for which you're applying? _____

If yes, Name _____ Relationship: _____

Do you have a valid Minnesota driver's license? Yes _____ No _____
(Must be answered only if position you are applying for requires using a personal vehicle in the course of the job.)

Driver's License number if the position requires that you drive for the agency: _____

Please list any relevant professional licenses or certifications: _____

Please complete both sides of this application

Previous Employment, most recent first:

Employer:		Telephone Number:	
Address:			
Hours per week:		Job Title:	
Name & Title of Supervisor:			
Dates Employed From:		To:	
		Current or last wage:	
Brief description of duties & responsibilities:			
Reason for leaving:			
Employer:		Telephone Number:	
Address:			
Hours per week:		Job Title:	
Name & Title of Supervisor:			
Dates Employed From:		To:	
		Last wage:	
Brief description of duties & responsibilities:			
Reason for leaving:			
Employer:		Telephone Number:	
Address:			
Hours per week:		Job Title:	
Name & Title of Supervisor:			
Dates Employed From:		To:	
		Last wage:	
Brief description of duties & responsibilities:			
Reason for leaving:			
Education: What is your highest level of education or degree? Do not provide dates.			
Are you bi-lingual? If so, what languages?			
Are you a current or former Head Start Program parent?			

Please read this before submitting this application

The above information is complete and correct to the best of my knowledge. I understand that willful falsification or omission is grounds for dismissal if I am hired. By submitting this application, I authorize MVAC to make any investigation of my personal or employment history and authorize any former employer, government agency, or person to give MVAC any information they have regarding me. I release MVAC and all providers of information from any liability as a result of furnishing and receiving this information. I also understand that this application is not an employment agreement or contract. If I accept an offer of employment, I understand that MVAC may terminate my employment at any time, with or without cause and without prior notice, unless required by law.

Human Resources Representative

Applicant Signature

Date

In all aspects of our employment process, people are considered without regard to race, color, sexual orientation, creed, religion, sex, national origin, age, marital or veteran status, medical condition or disability, status with regard to public assistance, or any other legally protected status.

Minnesota Valley Action Council, Inc. is an Affirmative Action/Equal Opportunity Employer.

MINNESOTA VALLEY ACTION COUNCIL, INC

AFFIRMATIVE ACTION APPLICANT DATA

In all aspects of our employment process, people are considered without regard to race, color, creed, religion, sex, national origin, age, marital or veteran status, medical condition or handicap, or any other legally protected status. We need to reach and utilize all areas of the population.

The purpose of this data is to comply with government record keeping, reporting, and other legal requirements. The completion of this information is confidential. *YOUR COOPERATION IS VOLUNTARY AND THE INFORMATION WILL NOT AFFECT OR INFLUENCE THE HIRING DECISION.* This information is filed separately from all other application materials and is not provided to interviewers or other MVAC staff.

Position for which you are applying: _____

Department: _____ Date position closes: _____

1. What sex are you: ___ Male ___ Female
2. Do you have a disability: ___ Yes ___ No
3. Of what racial/ethnic group(s) do you consider yourself?
___ White ___ Black or African American
___ Hispanic or Latino ___ American Indian/Alaskan Native
___ Asian ___ Native Hawaiian or other Pacific Islander
___ Two or more races ___ Other _____
4. How did you learn about this job?
___ Newspaper ad - Which paper? _____
___ Minority or female publication/organization
___ Online at our website ___ MN Job Service website
___ School posting ___ Other website
___ Other _____
5. Highest level of education you've achieved
___ 0 - 8 years ___ 9 -12 years
___ High School Grad or GED ___ Vocational or Business School Grad
___ Junior/Community College Degree ___ Bachelor's Degree
___ LSW ___ Master's Degree or MSW
___ Other _____