

**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? \_\_\_\_\_

You are able to perform the essential functions of this job with or without (please circle one) reasonable accommodations.

***If 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? **Y N** 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**

**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.

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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. How do you identify:    \_\_\_ Male        \_\_\_ Female    \_\_\_ Other
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?  
\_\_\_ Indeed  
\_\_\_ Minority or female publication/organization  
\_\_\_ Online at our website        \_\_\_ MN Job Service website  
\_\_\_ School posting                \_\_\_ Facebook  
\_\_\_ 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  
\_\_\_ Associate's Degree                \_\_\_ Bachelor's Degree  
\_\_\_ Master's Degree                    \_\_\_ Other \_\_