



Application for Employment

Please complete all sections of this application and provide all information requested. Incomplete applications may not be considered for employment. This application will be considered for the position for which it is submitted and will remain active for the duration for the applicable job posting. A separate application may be required for other positions.

The City of Minden is an Equal Opportunity Employer. We consider applicants for all positions on the basis of qualifications and without regard to race, color, religion, gender, national origin, age, marital status, veteran status, disability or handicap, sexual orientation, or any other legally protected status.

Applicant Information

Full Name: _____
Last First Middle Suffix

Address: _____
Street Address Apt. # City State Zip Code

Phone: _____ **Email:** _____

Position(s) Applied For: _____ **Date of Application:** _____

Type of Employment Desired:

☐ Full-Time ☐ Part-Time ☐ Seasonal ☐ Any

Date Available to Work: _____

Desired Salary/Range of Pay: _____ per Select One

Are you at least 18 years of age?

☐ No ☐ Yes

Are you legally authorized to work in the United States?

☐ No ☐ Yes

If hired, are you able to provide documentation establishing your identity and authorization to work in the United States as required by federal law?

☐ No ☐ Yes

Have you ever been convicted of a felony, pled guilty or nolo contendere (no contest) to a felony, or do you currently have any felony charges pending against you?*

☐ No ☐ Yes — If yes, please provide the date, jurisdiction, offense, and current status/disposition:

How did you hear about the position?

☐ Website ☐ Social Media ☐ Walk-In
☐ Referral ☐ Staffing Agency ☐ Other

Are you currently employed?

☐ No ☐ Yes

Have you ever been dismissed or asked to resign by a previous employer?

☐ No ☐ Yes

Have you worked for the City of Minden before?

☐ No ☐ Yes — If yes, please provide the dates of employment, and your former position: _____

Do you have friends or relatives employed by the City of Minden?

☐ No ☐ Yes — If yes, please provide their name/department: _____

Certain positions may require a valid driver's license, a specific license class, or a Commercial Driver's License (CDL) as a condition of employment.

Do you possess a valid driver's license?

☐ No ☐ Yes — If yes, please provide the below information:

State: _____ License Class: _____

Expiration Date: _____

*The City of Minden will not deny employment to an applicant solely because the applicant has been convicted of a crime. In evaluating an applicant's criminal history, the City may consider the nature and seriousness of the offense, the amount of time that has passed since the offense or conviction, the circumstances surrounding the offense, and the nature and specific duties of the position for which the applicant is being considered.

Educational Background

Please list your education in chronological order, starting with high school and ending with your highest level of education.

School Name	Location	Graduated?	Degree/Certificate Received
_____	_____	☐ Yes ☐ No	_____
_____	_____	☐ Yes ☐ No	_____
_____	_____	☐ Yes ☐ No	_____

Applicants must provide copies of all educational credentials applicable to the position, including degrees, diplomas, certificates, and/or official transcripts. Documentation must be submitted with the employment application and may be used to verify that the applicant meets the position's minimum education requirements.

Skills and Qualifications

Please list any skills, training, licenses, certifications, or other qualifications that may be relevant to the position for which you are applying.

Office / Computer Skills / Software:

Check or list the computer programs, software, databases, or other technology with which you have experience and indicate your skill level:

Typing Speed	_____ WPM			
General Office Equipment	☐ Basic	☐ Intermediate	☐ Advanced	☐ Specialized
Microsoft Word	☐ Basic	☐ Intermediate	☐ Advanced	☐ Specialized
Microsoft Excel	☐ Basic	☐ Intermediate	☐ Advanced	☐ Specialized
Microsoft Outlook	☐ Basic	☐ Intermediate	☐ Advanced	☐ Specialized
Other: _____	☐ Basic	☐ Intermediate	☐ Advanced	☐ Specialized
Other: _____	☐ Basic	☐ Intermediate	☐ Advanced	☐ Specialized

Professional or Occupational Licenses:

List any current licenses relevant to the position (such as a CDL, trade license, professional license, or other occupational license).

Certifications:

List any relevant certifications (such as CPR/First Aid, OSHA, emergency services, technical, trade, or professional certifications).

Other Relevant Training or Skills:

List any other training, specialized skills, equipment experience, languages, or qualifications that may be relevant to the position.

Professional, Trade, or Job-Related Organizations:

List any academic, professional, trade, or other job-related organizations that you are a member of that may be relevant to the position.

Employment History

Please provide your employment history for the past seven (7) years, beginning with your most recent employer. Include all employers during this period and account for any gaps in employment. Attach an additional sheet if necessary.

Employer 1 (most recent)

Employer Name _____

Job Title _____

Supervisor / Manager _____ **Employer Phone** _____

Dates Employed **From:** _____ **To:** _____

Primary Duties / Responsibilities _____

Reason for Leaving _____

May we contact this employer? ☐ Yes ☐ No

Employer 2

Employer Name _____

Job Title _____

Supervisor / Manager _____ **Employer Phone** _____

Dates Employed **From:** _____ **To:** _____

Primary Duties / Responsibilities _____

Reason for Leaving _____

May we contact this employer? ☐ Yes ☐ No

Employer 3

Employer Name _____

Job Title _____

Supervisor / Manager _____ **Employer Phone** _____

Dates Employed **From:** _____ **To:** _____

Primary Duties / Responsibilities _____

Reason for Leaving _____

May we contact this employer? ☐ Yes ☐ No

Employer 4

Employer Name _____

Job Title _____

Supervisor / Manager _____ **Employer Phone** _____

Dates Employed **From:** _____ **To:** _____

Primary Duties / Responsibilities _____

Reason for Leaving _____

May we contact this employer? ☐ Yes ☐ No

Employment Gaps: If you were not employed during any portion of the past seven (7) years, please briefly explain the gap(s), including the approximate dates.

References

Please list three (3) business/work references who are not related to you and are not previous supervisors. If not applicable, list three (3) school or personal references who are not related to you.

Name	Relationship to You	Telephone	Number of Years Known
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applicant Attestation

Important: Read this carefully before signing and dating application.

I certify that the information provided in this application and any attachments is true, complete, and accurate to the best of my knowledge. I understand that any false, incomplete, or misleading information may result in disqualification from employment or, if discovered after employment begins, may result in disciplinary action or termination of employment.

I authorize the City of Minden to verify information provided in this application and to contact references, previous employers, educational institutions, licensing authorities, and other sources as permitted by law for purposes related to my application and employment.

I understand that submission of this application does not constitute a contract or guarantee of employment. I understand that, if selected for employment, I may be required to provide documentation and complete additional forms as part of the City's employment process. I further understand that this process may include pre-employment screenings, including a background check, drug screen and, depending on the position, a physical examination, as required by the City of Minden or applicable law.

Applicant Signature: _____

Date: _____