

# Employment Application

## Administrators and Staff



### YOUR RIGHTS AS A SUBJECT OF DATA

Minnesota Statutes Chapter 13 requires that you be informed of the following about private data requested on this application:

**Name, Home Address, Telephone Number and E-mail Address** is used to contact you about potential job opportunities. If this data is not provided, we may not be able to contact you. If you are referred for a vacancy, your name becomes public data.

**Social Security Number** is used to ensure accurate identification of your application, as distinguished from other applicants. If this data is not provided, other data provided by you will be used for identification purposes. Minnesota Personnel Rules, Chapter 3900.6100, authorize the use of this number by the Minnesota Management & Budget (MMB).

You are not legally required to provide any of the private data listed above. Employees from Anoka Technical College may have access to your private data only if their work assignments reasonably require access during the hiring process. Others who may legally access the above data are representatives of the Attorney General and Legislative Auditor, enforcement agencies with statutory authority, and persons/entities authorized by law or court order.

**Applicants are requested to complete this form and return it promptly. It is not a substitute for a formal letter of application, a complete resume and references.**

### Background Information:

Last Name:	First Name, Middle Initial:	Social Security #:
Home Address:	City:	State:                      Zip:
Home Phone:	Business Phone:	Cell Phone:
Position Applied For:	Earliest Date Available:	E-mail address:

Have you ever been terminated from employment or resigned, by request of the employer or by mutual consent, for cause of alleged misconduct, alleged improper or illegal acts?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes Explain:
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes Explain:
Have you ever been convicted of any offense involving physical or sexual abuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes Explain:
Have you ever had a professional license suspended or revoked?	<input type="checkbox"/> Yes <input type="checkbox"/> No    If Yes Explain:

This information is available in alternative formats by calling (763) 576-4700. TTY users can call Minnesota Relay at (800) 627-3529. Anoka Technical College • (763) 576-4700 • 1355 West Highway 10, Anoka, MN 55303 • A member of the Minnesota State Colleges and Universities System • Anoka Technical College is an equal opportunity, affirmative action employer and educator.

Education:			
List high school, college, graduate and other educational experiences.			
Institution/Address:	Major/Minor:	Degree Level:	Date Granted:

Employment History:		
Attach a separate sheet if necessary.		
Date:	Job Title:	Organization/Address:
Reason for Leaving:		Salary:
Reason for Leaving:		Salary:
Reason for Leaving:		Salary:
Reason for Leaving:		Salary:



Related Experience:			
List any past experiences that are related to the position applied for (example: peace corps, military, volunteer work).			
Position:	Organization:	From:	To:

Professional Organizations and/or civic groups:			
List any professional organizations you are affiliated with and any leadership positions held.			
Organization:	Positions:	From:	To:

Professional References:		
Name:	Address:	Phone/e-mail:

I hereby certify that the statement herein and all other information submitted as part of my application are true, complete and correct to the best of my knowledge and belief. I understand that any false statement or significant omission shall, at the discretion of Anoka Technical College, be grounds to disqualify my application or dismiss me from employment. I authorize Anoka Technical College to process my application for employment by verifying application information, obtaining other relevant information and opinions regarding my qualifications, and checking references with former employers, schools and colleges, and individuals. I hereby release Anoka Technical College, its employees, its representatives, and such individuals and organizations from all liability for any damage whatsoever incurred in obtaining or furnishing such information. Anoka Technical College is hereby authorized to access private data in accordance with Minn. Stat. Ch. 148A, if applicable.

<b>Print Name:</b>	<b>Signature:</b>	<b>Date:</b>
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