

NORTHWESTERN MINNESOTA JUVENILE CENTER

APPLICATION FOR EMPLOYMENT

P.O. Box 247
Bemidji, MN 56619-0247

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. Northwestern Minnesota Juvenile Center (NMJC) is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed by us.

DATE _____ POSITION APPLYING FOR _____

NAME _____
Last First Middle

PRESENT ADDRESS _____
Street City State Zip Code

PHONE NUMBERS _____
Home Cell

Are you a citizen of the U.S. or legally eligible to hold employment in the United States? Yes No

Specify days and hours available to work _____

DRIVERS LICENSE – STATE _____ CLASS _____ LICENSE NO. _____

CRIMINAL BACKGROUND INFORMATION

Were you ever convicted of a misdemeanor or a felony? Yes No

If yes, please give the date, city, state and county where convicted: _____

MN RULE 2960.0240 REQUIREMENTS

(Applies to applicants for positions requiring supervision of Center residents.)

Are you at least 21 years old? Yes No

If older than 18 years old and younger than 21 years old have you completed course work or are you enrolled in a post secondary education program to pursue a degree in a behavioral science? Yes No

RECORD OF MILITARY SERVICE

Are you an honorably discharged veteran of the armed forces of the United States or are you otherwise eligible to claim Veteran's Preference Points? Yes No

Are you the spouse of a deceased honorably discharged veteran or disabled veteran who is unable to work due to such disability? Yes No

WORK/VOLUNTEER EXPERIENCE

(Beginning with Most Recent) **Do Not Write "See Resume"**

| | | | |
|--------------------|------------|--------------------|-------|
| Employer | | Dates Employed | |
| | | From | To |
| Phone | | | |
| Address | | Hourly Rate/Survey | |
| | | Starting | Final |
| Job Title | Supervisor | \$ | \$ |
| Reason for Leaving | | | |
| Work Performed | | | |

| | | | |
|--------------------|------------|--------------------|-------|
| Employer | | Dates Employed | |
| | | From | To |
| Phone | | | |
| Address | | Hourly Rate/Survey | |
| | | Starting | Final |
| Job Title | Supervisor | \$ | \$ |
| Reason for Leaving | | | |
| Work Performed | | | |

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| Job Title | Supervisor | \$ | \$ |
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| Work Performed | | | |

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| Work Performed | | | |

| | | | |
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| Employer | | Dates Employed | |
| | | From | To |
| Phone | | | |
| Address | | Hourly Rate/Survey | |
| | | Starting | Final |
| Job Title | Supervisor | \$ | \$ |
| Reason for Leaving | | | |
| Work Performed | | | |

RECORD OF EDUCATION

| School | Name and Location of School | Course of Study | Check Last Year Completed | Did you Graduate | Last Diploma or Degree |
|-----------------|-----------------------------|-----------------|---|---|------------------------|
| High | | | <input type="checkbox"/> 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| College | | | <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th | <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Other (Specify) | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | |

List current licenses, registrations, or certificates relevant to the position for which you are applying:

PERSONAL REFERENCES
(Not Former Employers or Relatives)

| Name and Occupation | Address | Phone No. |
|---------------------|---------|-----------|
| | | |
| | | |
| | | |

PREA JUVENILE FACILITY STANDARDS MN §115.317

Have you ever engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or any other institution? Yes No

Have you been convicted of engaging or attempting to engage in sexual activity by: force, threats, or coercion; or if the victim did not consent or was unable to consent or refuse? Yes No

Have you ever been civilly or administratively adjudicated to have engaged in sexual activity by: force, threats, or coercion; or if the victim did not consent or was unable to consent or refuse? Yes No

PRIOR EMPLOYMENT

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes No

If so, identify the employer and describe the circumstances: _____

UNEXCUSED ABSENCES FROM WORK

How many days were you inexcusably absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? _____

PERSONAL STATEMENT

Please indicate why you are interested in the position and what you hope to accomplish if selected.

Is there any reason you would be unable to do the essential functions of the job as described in the job description? No Yes

We will conduct a criminal background check on individuals upon making a contingent job offer. No offer of employment shall become final until receipt of the results of the criminal background check, the content of which is acceptable to NMJC.

CONDITIONS OF EMPLOYMENT

If selected for employment, you will be required to authorize the Minnesota Department of Human Services to conduct a background check/criminal history check to determine your eligibility for employment.

I certify that answers given herein are true and complete to the best of my knowledge. 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 that I am required to abide by all rules and regulations of NMJC.

Signature of Applicant

Date

TENNESSEN WARNING

Under the provisions of the Minnesota Government Data Practices Act, the Northwestern Minnesota Juvenile Center is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information collected by the Center about you is private. The information collected from you or from other agencies or individuals authorized by you is used to determine your qualifications for Center employment.

You are not required to provide this information; however, your failure to do so will eliminate you from further consideration for employment. Disclosure of your social security number is voluntary unless you are hired. If hired, you must disclose your social security number in order to be in compliance with state and federal tax withholding laws. The use of the private data the Center collects is limited to that which is necessary for the administration and management of the Center's hiring process. Persons or agencies with whom this information may be shared include:

1. Administrative Officers
2. Central Office Administrative Employees
3. Confidential Employees/Heads of Departments or Supervisors
where job vacancies occur
4. Minnesota Bureau of Criminal Apprehension Employees
5. State of Minnesota Department of Corrections Employees

Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

You may wish to exercise your rights as contained in the Minnesota Government Data Practices Act, which include:

1. The right to see and obtain copies of the data maintained on you
2. The right to be told the contents and meaning of the data maintained on you
3. The right to contest the accuracy and completeness of the data maintained on you

To exercise these rights, contact: Central Office, Northwestern Minnesota Juvenile Center.

I have read and understand the above information regarding my rights as a subject of government data.

Signature

Date