



We welcome you as a Dakota 911 employment applicant. It is Dakota 911's policy to provide equal opportunity in employment. Dakota 911 will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity or any other basis protected by law.

Please furnish complete information so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing your information, and more.

Dakota 911 accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Dakota 911 administration at (651)322-8660.

**Please type or print in ink when completing this application**

## **Personal Information**

Please list all languages, including English if applicable, in which you are able to participate effectively in most conversations on practical, social and professional topics.



**Educational Information** (Please attach additional pages if needed to list all schools attended.)

Select the box below the highest level of education completed:



## **Employment Experience**

List all jobs held, paid or volunteer, over the last **10 years** beginning with your most recent position. Attach a separate sheet if needed, or to include applicable experience prior to 10 years ago. Please note "see resume" is not an acceptable response for any entries on this application.



## **Unpaid Experience**

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

## **Authorization**

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description for the position for which I am applying. I further acknowledge my understanding that employment with Dakota 911 is "at will," and that employment may be terminated by either Dakota 911 or me at any time, with or without notice.

With my signature below, I am providing Dakota 911 authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Data Practices Advisory, and I further understand that criminal history checks may be conducted and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify Dakota 911 in writing of any changes to information reported in this application for employment.



## **Military Experience**

If you answered "yes", you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to Dakota 911 by the application deadline of the position for which you are applying.

## **Authorization**



## **Veterans' Preference (Complete this form only if you are claiming Veterans' Preference)**

VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH A COPY OF "MEMBER COPY 4" VETERAN'S DD214 OR OTHER DOCUMENTATION VERIFYING SERVICE. DOCUMENTATION MUST BE RECEIVED WITHIN TEN (10) DAYS OF APPLICATION RECEIPT. (VETERAN IS DEFINED BY MINN.STAT. 197.447.

**You must submit a PHOTOCOPY of your "Member Copy 4" DD214 or other documentation verifying service to substantiate the service information requested on the form.** Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "Member Copy 4" Veteran's DD214, or other documentation verifying service, contact your County Veterans' Service Office.

Dakota 911 operates under a point preference system that awards points to qualified veterans to supplement their application. To qualify for preference for a competitive exam, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, or by reason of disability incurred while serving on active duty, or after having served the full period called or ordered for federal, active duty and be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with Dakota 911.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

**VETERAN (10 points):** ("Member Copy 4" of DD214 or DD215, or other documentation verifying service must be submitted to receive points)

**DISABLED VETERAN (15 points):** ("Member Copy 4" of DD214 or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

**SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):** ("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on, or as the result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

**SPOUSE OF DISABLED VETERAN (15 points):** (Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.) How does Veteran's disability prevent performance of a stated job "requirement"? Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

**AFFIDAVIT:** I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to Dakota 911 within ten (10) days of Dakota 911's acknowledgment of receipt of my application.



## **Equal Employment Opportunity Information**

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT part of the application file and is REMOVED from the application when received by our office. Dakota 911 appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Disability status, defined as:

1. Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
2. Has a history of a disability (such as cancer that is in remission);
3. Is regarded as having such an impairment



## Data Practices Advisory

This Advisory is pursuant to Minnesota Statute Section 13.04, Subdivision 2.

Certain information requested during the employment application process is classified as private data under the Data Practices Act (DPA) and may be released only to you, to those at Dakota 911 whose jobs reasonable require access to the data, to those authorized by state or federal law to have access to the data and tho those for whom you provide a written informed consent authorizing disclosure. The public data you supply is available to anyone who requests it. Before you are certified as eligible for appointment or considered as a finalist for the position, the following information is private: name, home address, telephone number, social security number, date of birth, conviction record, sex and age group. When you are certified as eligible or considered as a finalist, your name becomes public. For this purpose, the DPA defines a finalist as an individual who is selected to be interviewed prior to selection. Please be advised that as part of your employment application process, Dakota 911 may be making a check into your background. This check may involve a computerized history check through the State of Minnesota to ensure there are no felony or gross misdemeanor convictions, a check for local records through the Dakota 911, a warrant check to ensure there are no warrants for arrest and a driver's license check through the State of Minnesota to ensure that you have a valid driver's license and the status of your driving record. A criminal conviction does not automatically disqualify you from employment.

We ask for this information for the following reasons:

1. To distinguish you from all other applicants;
2. To enable us to contact you when additional information is required/available;
3. To enable us to verify that you are the individual who takes the exam;
4. To determine if you meet the minimum requirements for the position;
5. To determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position you applied for;
6. To enable us to ensure your rights to equal opportunities;
7. To meet federal reporting requirement, and
8. To make processing more efficient.

Furnishing social security number and date of birth (unless a minimum age is required) is voluntary.

If you are hired by Dakota 911 you will be legally required to supply your social security number and all applicable tax information. This information will be sent to federal and state tax authorities and to the Social Security Administration.

In accordance with the Data Practices Act, I have been informed of, and understand my rights as a subject of data, and give my consent to Dakota 911 to do a background check.





**Educational Information (Supplemental Page)**



### **Employment Experience (Supplemental Page)**

Please use this page, if needed, to continue listing all jobs held, paid or volunteer, over the last 10 years. Please remember "see resume" is not an acceptable response for any entries on this application.