

Tennesen Warning Notice to Applicants

Instructions for completing application:

- 1) Fill out a separate application for each job you are applying for.
- 2) Read the job announcement carefully to be sure you meet all the minimum qualifications; other "Information You Should Know" is printed on the back of the job announcement.
- 3) Your application must be received in the City of Grand Marais offices no later than 4:30 p.m. on the LAST DAY FOR FILING as stated in the job announcement or be post-marked on or before that date.
- 4) If you require special testing conditions, attach an explanation or contact the Civil Service Department. (Example: hearing impairment requiring written rather than oral instructions.)
- 5) All materials submitted in support of your application become the property of the City of Grand Marais and cannot be returned. Work samples, letters of recommendation, etc. should not be submitted at the time of the application.
- 6) Veteran preference: Qualified veterans and spouses of disabled or deceased veterans may apply to have extra points credited to their application scores. However, you must meet the minimum qualifications for this preference to be applied. If you have any questions about this preference, check with our office.

Important facts concerning information provided on your application:

Minnesota Statutes 15.1611 to 15.17 (1979) on data privacy require that you be informed that the following information which you will be asked to provide in the employment process is considered private data:

Name, home address, home phone number, social security number, date of birth, sex, age group, racial/ethnic group, disability type, and conviction record.

We ask for this information for the following reasons:

- To distinguish you from all other applicants and identify you in our personnel files;
- To enable us to contact you when additional information is required, send you notices, and/or schedule you for interviews;
- To determine if you meet the minimum age requirements (if any);
- To determine whether your conviction record may be a job-related consideration affecting your suitability for the position you applied for;
- To enable us to ensure your rights to equal opportunities;
- To meet federal reporting requirements; and
- To make processing more efficient.

The data supplied may be used for such other purposes as may be determined to be necessary in the administration of the City of Grand Marais and the rules and regulations promulgated pursuant thereto.

Furnishing Social Security Number, Date of Birth (unless a minimum age is required), sex, age group, racial/ethnic, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered.

Private data is available only to you and other persons in the City or city-related programs who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the employment process which is not designated in this notice as private data.

If you pass the minimum qualifications: your name, score, and standing will become public information and may be provided to anyone.

If you are hired by the City of Grand Marais, 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, and will enable us to compute your salary deductions. Insurance data which you will be required to furnish in City health and life insurance plans will be classified as private as will payroll deduction data.