

# EMPLOYMENT APPLICATION SEASONAL AND TEMPORARY

Please type or print clearly

**City of Rochester**  
Human Resources Department  
201 4<sup>th</sup> Street S.E., Room 295  
Rochester, Minnesota 55904  
507-328-2555 Fax: 507-328-2565  
humanresources@rochestermn.gov



**POSITION(S) APPLYING FOR:** (In order of preference)

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

PERSONAL INFORMATION				
Name: Last	First	Middle	Home Telephone:	
Address: Street	City	State	Zip	Business Telephone:
CHECK: SPRING _____ SUMMER _____ FALL _____ WINTER _____				Email:

DATE AVAILABLE \_\_\_\_\_ PAY EXPECTED \_\_\_\_\_

EDUCATION					
Educational Institution	Name and Address of Institution	Course of Study (Major/Minor)	Number of Years Completed	Did you Graduate?	Diploma or Degree Awarded?
High School					
College					
Other					

**SPECIAL QUALIFICATIONS AND SKILLS** - List below qualifications, skills, interests, seminars, workshops, etc. Include any training you have had which is directly related to the job for which you are applying.


**COMPUTER SKILLS** - List computer skills and experience.


**EMPLOYMENT HISTORY** - List your employment history, but do not provide dates of employment for jobs held more than five (5) years ago. Start with your PRESENT or MOST RECENT job.

Employer:	Supervisor's Name:	Supervisor's Email Address:
Employer Address:		
Street/PO Box	City	State ZIP
Dates Employed:	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	
From:	To:	
Job Title:	Reason for Leaving:	May we contact this employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
Duties:		





The City of Rochester needs your cooperation in the completion of this form. It will enable the city to report accurate information to both the State and Federal Governments.

## Equal Employment Opportunity Applicant Information

Providing the following information is entirely VOLUNTARY. This information will be used for reporting purposes in compliance with EEO/AA laws and to determine the effectiveness of recruitment efforts and the validation of selection methods. You are not legally required to provide this information. If you do not, the information contained in our reports will be less complete. This information will remain separate from your application and will be held strictly confidential.

POSITION Applying for:

Check the appropriate category:

**GENDER:**

- Male
- Female

**RACIAL/ETHNIC GROUP:**

- American Indian/Alaskan
- Asian/Pacific Islander
- Black/African-American
- Hispanic
- White
- Other

**HOW DID YOU LEARN ABOUT THE POSITION?**

- Rochester Post-Bulletin
- Minneapolis Star Tribune
- MN Workforce Center
- Job Fair
- League of MN Cities/Cities Bulletin
- Tri-Government Jobline
- Nation's Cities Weekly
- Public Sector Job Bulletin
- Posted Announcement
- City Employee
- Walk-In
- Internet (website): \_\_\_\_\_
- Other (specify): \_\_\_\_\_