



OTHER TRAINING RECEIVED (I.E. SPECIAL COURSES, ON THE JOB TRAINING, ARMED FORCES TRAINING, ETC.)

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FOR SECRETARIAL OR CLERICAL POSITIONS, PLEASE PROVIDE THE FOLLOWING:

TYPING SPEED \_\_\_\_\_ SHORTHAND SPEED \_\_\_\_\_ SPEEDWRITING SPEED \_\_\_\_\_

PLEASE DESCRIBE OTHER SKILLS, EXPERIENCES, OR INTERESTS YOU POSSESS THAT MAY BE USEFUL IN EVALUATING YOUR FOR EMPLOYMENT: (INCLUDES VOLUNTEER WORK).

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**WORK EXPERIENCE:** (LIST ALL POSITIONS HELD, START WITH PRESENT. USE ADDITIONAL SHEETS IF NECESSARY)

Employer _____	Telephone # _____
Address _____	From _____ To _____
Job Title _____	Name of Supervisor _____
Describe Job Duties: _____ _____ _____	
Reason for Leaving: _____	

Employer _____	Telephone # _____
Address _____	From _____ To _____
Job Title _____	Name of Supervisor _____
Describe Job Duties: _____ _____ _____	
Reason for Leaving: _____	

Employer _____	Telephone # _____
Address _____	From _____ To _____
Job Title _____	Name of Supervisor _____
Describe Job Duties: _____ _____ _____	
Reason for Leaving: _____	

**MAY WE CONTACT THE EMPLOYERS LISTED ABOVE UNLESS YOU INDICATED THOSE YOU DO NOT WANT US TO CONTACT?**

**DO NOT CONTACT:** \_\_\_\_\_ **REASON:** \_\_\_\_\_

**PERSONAL REFERENCES:**  
(Please do not list relatives or former employers)

NAME	ADDRESS	OCCUPATION	YEARS ACQUAINTED
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

**PERMISSION IS HEREBY GIVEN TO ISANTI COUNTY TO INVESTIGATE PREVIOUS EMPLOYMENT, EDUCATIONAL BACKGROUND, AND REFERENCES. 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 ISANTI COUNTY.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**DEPARTMENT/COUNTY COMMENTS:**

**DATE HIRED:** \_\_\_\_\_

**TENNESSEN WARNING**

**(TO BE COMPLETED BY APPLICANT AS THEY APPLY FOR POSITIONS WITH THE COUNTY)**

In accordance with the Minnesota Government Data Practices Act, Isanti County 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, not the public. The personal information we collect 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 Isanti County Openings.

You are not required to provide this information; however, it is necessary to determine if you qualify for employment. Disclosure of your social security number is voluntary unless you are hired. If hired, you must disclose it in order to be in compliance with state and federal tax withholding laws. If you do not supply the required information, Isanti County will not be able to consider you for employment. The use of the private data we collect is limited to that necessary for the administration and management of the county hiring process. Persons or agencies with whom this information may be shared include:

1. Heads of department where job openings occur
2. Supervisors in departments where job openings occur
3. County Personnel
4. Payroll Clerk/Department

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. These include:

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

To exercise these rights, contact: Isanti County Coordinator/Personnel Officer.

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

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**Date**

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**Signature**