*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** :

**PRESENT ADDRESS:**

**PHONE NUMBERS** : Click here to enter text.

 Home Cell

**E-MAIL ADDRESS** Click here to enter text.**@**Click here to enter text.

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.Click here to enter text.

**CRIMINAL BACKGROUND INFORMATION**

(MN Statute 634.021(b) exempts DOC facilities from MN Ban the Box law)

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

Company: Phone:

**Previous Employment**

Address: Supervisor:

Job Title:

Responsibilities:

From: To: Reason for Leaving:

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Company: Phone:

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Address: Supervisor:

Job Title:

Responsibilities:

From: To: Reason for Leaving:

Education

High School: Address:

From: To: Did you graduate? [ ] Yes [ ] No

Diploma:

College: Address:

From: To: Did you graduate? [ ] Yes [ ] No

Degree:

Other: Address:

From: To: Did you graduate?[ ] Yes [ ] No

Degree:

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References

Please list three personal references (Not Former Employers or Relatives)

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: Phone:

Address:

Full Name: Relationship:

Company: Phone:

Address:

**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 if limited to that which is necessary for the administration and management of the Centers 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

**EQUAL EMPLOYMENT OPPORTUNITY DATA**

The Northwestern Minnesota Juvenile Center is an equal opportunity employer. We are committed to the policy of equal employment opportunity in recruitment, hiring, career advancement and all other personnel practices. To help us comply with Federal and State equal employment opportunity record keeping, reporting, and other legal requirements, please complete the information requested as follows. This form will be kept in a confidential file separate from the attached application for employment.

Date:

Position(s) applied for:

Referred by:

Name:

Last First Middle

Birth Date: Age:

Sex: [ ] Male [ ] Female

Race/Ethnic Group: (Check One)

[ ]  **WHITE** (Not Hispanic origin) – including persons having origins in any of the original peoples of Europe, North Africa or the Middle East.

[ ]  **BLACK** – all persons having origins in any of the Black African racial groups; not of Hispanic origin.

[ ]  **HISPANIC** – all persons of Mexican, Puerto Rican, Cuban or South American or other Spanish culture or origin regardless of race.

[ ]  **AMERICAN INDIAN OR ALASKIAN NATIVE** – all persons having origins in any of the original people of North America or who maintain identifiable tribal affiliations through membership and participation or community recognition.

[ ]  **ASIAN OR PACIFIC ISLANDERS** – all persons having origins in any of the original peoples of the far east, southeast Asia, the Indian subcontinent of the pacific.