



Applicant Survey Form

Applicants are considered for all positions without regard to race, color, creed, religion, sex, national origin, marital status, sexual orientation/affection, veteran status, age or handicap. The following information is needed to determine how effective recruiting efforts are in the community and other areas; to validate our selection procedure and, to meet reporting requirements of Federal law. The answers to these questions are optional and will not be placed in your personnel file nor will they be given to any person involved in making a hiring or promotional decision.

Date:	Position(s) Applying For:	1:)	2:)
Applicant Name:		Address:	
Phone:			

**Check one of the following:
Are you over the age of 18?**

- Yes No

How did you learn about this job?

- Newspaper Ad
Specific Source: _____
- Employment Agency
Specific Source: _____
- College Recruiter/Relations
- Employee/Volunteer Referral
Source: _____
- I am a Current employee
- I am a Former employee
- Website
- Job Fair/Open House
- Phone Inquiry
- Walk in
- Other _____

Sex

- Male Female

Military Status

- Active Reserves
- Inactive Reserves
- None
- Retired
- Vietnam Veteran

Disabled Veteran

- Yes No

Race/Ethnic Group

- White (not of Hispanic origin)
- Hispanic
- African American
- Asian Pacific Islander
- American Indian/Alaskan Native

**** Please Return to the Human Resources Department ****

NOTICE TO DISTRICT ONE HOSPITAL APPLICANTS

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01 - 13.87) includes two sections that affect you as an applicant for employment with District One Hospital.

First, under “RIGHTS OF SUBJECTS OF DATA” (Minnesota Statute 13.04). When asked to provide the Hospital with private or confidential data concerning yourself, we must tell you:

1. The purpose and intended use of the data;
2. Whether you may refuse or are legally required to supply the requested data;
3. Any known consequence arising from your supplying or refusing to supply the data; and
4. The identity of other persons or organizations that are authorized by state or federal law to receive the data you provide.

Secondly, under “PERSONNEL DATA” (Minnesota Statute 13.43). The following data on you as an applicant for employment by a public agency is automatically public:

1. Your veteran’s status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability

As an applicant, your name is considered private** until you are certified as eligible for appointment to a position or when applicants are considered by the appointing authority to be finalist for a position in public employment. “Finalist” is defined as an individual who is selected to be interviewed by the appointing authority prior to selection.

In the event you are hired by District One Hospital, the following additional data about you will be public*:

1. Your name;
2. Your actual gross salary and salary range;
3. Your actual gross pension;
4. The value and nature of employer-paid benefits;
5. The basis for and the amount of any added remuneration, such as expense or mileage reimbursement in addition to your salary;
6. Your job title;
7. Your job description;
8. The dates of your first and last employment with District One Hospital;
9. The status of any complaints or charges against you while you are employed with District One Hospital, and whether or not they resulted in disciplinary action;
10. The final outcome of any disciplinary action against you as a staff member of District One Hospital, and all the supporting documentation about your case;
11. Contract fees;
12. Your education and training background;
13. Your previous work experience;
14. Your current work location;
15. Your work telephone number;
16. Your city and county of residence;
17. Honors and awards received;
18. Data which accounts for the individual’s work time.

All data concerning you which is in your application folder or your personnel file, and which is not listed above as public, is private data.

This private data will be shared with you and those members of the Hospital staff who need it to process the application, update your personnel record, evaluate your work performance, and if you are handicapped, provide the necessary accommodations. In addition, the following persons or organizations may be authorized by state or federal law to receive this private data, if they so request:

1. The Minnesota State Department of Human Rights
2. Federal officials investigating the compliance of Affirmative Action and Equal Employment Opportunities.

* “PUBLIC” means that is available to anyone who asks to see it.

** “PRIVATE” information is available only to the person it is about and to staff who must use it in the normal course of conducting Hospital business.