

Thank you for your interest in working at Brainerd License Office.

Job description is as follows:

This is a part-time position, approx. 3 to 4 - 8hour shifts per week (24-32 hours a week), no weekends or evenings. Starting pay is \$11.00 per hour.

This is not a state office; therefore we are unable to offer benefits. We work under contract with the State of Minnesota. Because of this, there are strict rules that must be followed. All employees must have a valid driver's license or state ID and be able to pass a background check.

We issue Minnesota Driver's Licenses and ID's, Motor Vehicle titles and registrations and DNR like and kind as well as hunting & fishing licenses. All employees must have excellent money skills along with good people skills. Employees must also have good retention, be proficient with a computer and a 10-key calculator.

If you feel you are a good candidate for our office, please fill out the job application below or send us your current resume. You may either e-mail your application or resume to: brainerd@licensemn.com or hard mail it to: Brainerd License Office, 623 NW 4th St, Brainerd, MN 56401

BRAINERD LICENSE OFFICE

Employment Application

623 NW 4th St
Brainerd, MN 56401
218-855-5169

brainerd@licensem.nm

APPLICANT INFORMATION

| | | | | | | |
|---|------------------------------|-----------------------------|---|------------------------------|------------------------------|-----------------------------|
| Last Name | | First | | M.I. | D.O.B. | |
| Street Address | | | | Apartment/Unit # | | |
| City | | | State | ZIP | | |
| Date Available | | | Home Phone | | | Cell Phone |
| Preferred Number of Hours | | | E-mail Address | | | |
| Are you a citizen of the United States? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, do you have a valid driver's license? | | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| If selected for employment, are you willing to submit to a drug screening test? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If no, explain? | | | |
| Have you ever been convicted of a felony? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | If yes, explain | | | |
| Do you have experience with Microsoft Word? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Do you have experience with Microsoft Excel? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| Are you familiar with cash registers? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Can you operate a 10 key (Calculator)? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| Can you operate a credit card machine? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Do you have good money skills? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

EDUCATION

| | | | | | | |
|-----------------------|----|-------------------|------------------------------|-----------------------------|---------------|--|
| High School | | | City / State | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | |
| College /Other | | | City / State | | | |
| From | To | Did you graduate? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | Degree | |

PREVIOUS EMPLOYMENT

| | | | | | | |
|--|-----------------|--------------------|------------------------------|-----------------------------|--|----|
| Company | | | Phone | | | |
| Address | | | Supervisor | | | |
| Job Title | Starting Salary | | \$ | Ending Salary | | \$ |
| Responsibilities | | | | | | |
| From | To | Reason for Leaving | | | | |
| May we contact your previous supervisor for a reference? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Company | | | Phone | | | |
| Address | | | Supervisor | | | |
| Job Title | Starting Salary | | \$ | Ending Salary | | \$ |
| Responsibilities | | | | | | |
| From | To | Reason for Leaving | | | | |
| May we contact your previous supervisor for a reference? | | | YES <input type="checkbox"/> | NO <input type="checkbox"/> | | |
| Company | | | Phone | | | |
| Address | | | Supervisor | | | |

| | | |
|-----------|--------------------|------------------|
| Job Title | Starting Salary \$ | Ending Salary \$ |
|-----------|--------------------|------------------|

Responsibilities

| | | |
|------|----|--------------------|
| From | To | Reason for Leaving |
|------|----|--------------------|

May we contact your previous supervisor for a reference? YES NO

TELL US ABOUT YOURSELF

What is your greatest strength?

What is your proudest achievement?

What's the most important thing you've learned in life?

Describe the best supervisor you have ever had:

REFERENCES

Please list three references.

| | | | |
|------------------|--|--------------|--|
| Full Name | | Relationship | |
| Company | | Phone | |
| Address | | | |
| Full Name | | Relationship | |
| Company | | Phone | |
| Address | | | |
| Full Name | | Relationship | |
| Company | | Phone | |
| Address | | | |

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. Electronic signature acceptable, click signature box below to electronically sign.

Signature

Date