



APPLICANT DATA PRACTICES ADVISORY

In accordance with Minnesota Statute 13.04, Subd. 2, the City must inform you of your rights as a subject of government data. The information you give us about yourself is needed to identify you and assist in determining your suitability for the position(s) for which you are applying. The information we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means the information is available only to the person the information is about and to the staff who must use it in the normal course of conducting City business and as otherwise provided for by law.

Your name is considered private information until you are considered a finalist for a position. A finalist is someone who is selected for what we believe will be the last step in the selection process. The City does not post or announce names of finalists unless they are requested. All other information is considered private and is only available to anyone you authorize to see it, and to the staff who need to use it in the hiring process.

You are not legally required to supply any of the data requested on the employment application. However, withholding information may be cause for rejecting your application or jeopardizing your chances of advancing through the hiring process.

Under “Rights of Subjects of Data” when an applicant is asked to provide personal data, the City must advise applicants of:

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 supplying or refusing to supply the requested information
4. The identity of other persons or organizations authorized by State or Federal Law to receive the data you provide.

Data	Why we ask for it and when it is collected	Legally obligated to provide it?	What may happen if you don't provide it?
Name	To distinguish you from all other applicants; collected on initial Application for Employment	Yes	Failure to provide information may be cause for rejecting an application.
Home and/or email address	To be able to send you notices; collected on initial Application for Employment	No	Failure to provide information may delay our processing of your application or notification to you of your status
Daytime telephone	To be able to contact you to determine availability for an interview; collected on initial Application for Employment	No	We may not be able to contact you for an interview
Driver's license number	Necessary for positions that require driving; collected on initial Application for Employment and at time of final interview	No	We may not be able to process your application for a position requiring driving
Social Security number	To distinguish you from all other applicants; collected at time of final interview	No	In most cases, nothing. However, it will help ensure your records are not confused with those of others.
Sex, racial/ethnic group, disability status, age group question on the Equal Opportunity form	To be able to make Equal Opportunity reports as required by law; collected on initial Application for Employment	No	We will not be able to determine whether our selection processes result in unfair discrimination
Conviction record	To determine whether your conviction may be job-related; collected at time of final interview	Yes	In those cases where an applicant is legally required to provide such information, we will not be able to make determinations required by law

Minimum age	To accurately certify applicants for certain types of work according to State law. This requirement does not apply to the Equal Opportunity form question	Yes	We will not be able to make determinations required by law
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The following data you provide on your Application for Employment is automatically considered public information (MN Statute 13.43, subd. 5)

1. Your job history
2. Your education and training
3. Your work availability
4. Veteran status
5. Relevant test scores (Police and Fire)
6. Your rank on our eligibility lists (Police and Fire)

Public information is available to anyone who requests to see it.

As an applicant, your name is considered private until you are certified as eligible for appointment to a vacancy or when you are considered a finalist and selected for an interview.

With the exception of the optional data requested, the data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the City to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

Physical and Psychological Examination

If you are extended a conditional job offer for certain positions, you may be required to undergo a physical and/or psychological examination at the City’s expense to determine whether or not you are able to perform the duties of that position in an effective and safe manner, and whether or not reasonable accommodations are necessary for you.

Drug and Alcohol Testing

The City of Coon Rapids has adopted a drug and alcohol testing policy. This purpose of this policy is to provide a safe public and employment atmosphere, as set forth by Minnesota State Statute 181.951. As a job applicant for any City position, other than temporary or seasonal, you are subject to testing under the policy and may be asked to provide a urine specimen after you have received a conditional offer of employment. You may legally refuse to undergo a drug or alcohol test. If you refuse, the City’s conditional offer of employment may be withdrawn. If you undergo an initial screening test with a positive test result, a confirmatory test verifying that result must be performed. You have the right to explain a confirmatory test’s positive result within three working days after receiving notice. You have the right to request and pay for a confirmatory retest of the original sample within five working days after receiving notice. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the confirmatory test may be taken against you. A job applicant who receives a positive test result and fails or refuses a confirmatory test or does not request in writing a confirmatory retest within five working days after notice may be refused employment and will be notified of the reason for such a refusal. Except as otherwise noted, the job applicant has no additional right of appeal within the City of Coon Rapids. The full Drug and Alcohol Testing policy is available for review in the Human Resources Office at Coon Rapids City Mann, 11155 Robinson Drive, Coon Rapids, Minnesota, during regular business hours.

If you are hired, the following additional data about you will be public:

1. Name
2. Actual gross salary
3. Salary range

4. Value and nature of employer-paid benefits
5. Basis for and the amount of any added compensation (including expense reimbursement) in addition to salary
6. Job title and bargaining unit
7. Job description
8. Education and training background
9. Previous work experience
10. Date of first and last day of employment
11. Existence and status of any complaints or charges against an employee (regardless of whether the complaint of charge resulted in disciplinary action)
12. Final disposition of any disciplinary action against an employee, together with the specific reasons for the action and any data documenting the basis for the action (excluding data that would identify City employees who were confidential sources)
13. Terms of any settlement agreement (including buyout agreements)
14. Work location and work telephone number
15. Badge number
16. Work-related continuing education
17. Honors and awards received
18. Payroll time sheets or other comparable data that are only used to account for an employee's work time for payroll purposes (excluding any timesheet data that would reveal the employee's reason for the use of sick or other medical leave or any other non-public data)

This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to those members of City staff needing it to process City records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request in certain circumstances:

- The Bureau of Census
- Federal, state and county auditors
- The State Department of Public Welfare
- The Department of Human Rights
- Federal officials investigating compliance of Affirmative Action and Equal Employment Opportunities
- Labor organizations and the Bureau of Mediation Services
- Data may also be made available through court order

Notice Regarding Social Security Numbers: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

Notice to minors:

Minors from whom private or confidential data is collected have the right to request that parental access to the private data be denied.

Online applications are stored at NEOGOV, a secure third-party site. Only authorized employees and hiring authorities have access to the information submitted.

If you have any questions regarding your rights as a subject of data, please contact:

City of Coon Rapids
Human Resources Division
11155 Robinson Drive
Coon Rapids MN 55433

This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.