



## Notice to All Applicants for Employment

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the city of New Hope during the application process.

The information about yourself that you provide to the city of New Hope during the application process will be used to identify you as an applicant and to assess your qualifications for employment with the city. Certain information is private, that is, it is available only to you and to city of New Hope staff who have a bonafide need for the data.

PRIVATE DATA	WHY WE ASK FOR IT	ARE YOU LEGALLY OBLIGATED TO PROVIDE IT?	WHAT MAY HAPPEN IF YOU DON'T PROVIDE IT?
<b>Name/Address</b>	To distinguish you from all other applicants; to be able to communicate with you.	Yes	Failure to provide information may be cause for rejecting an application.
<b>Telephone number, email address</b>	To be able to contact you to determine availability for interview.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
<b>Gender, Racial/Ethnic Group, Disability Status *</b>	To be able to make Equal Opportunity reports as required by law and to provide affirmative action in our recruiting process.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
<b>Test Accommodations</b>	To determine whether you need special test accommodations.	No	We will not be able to provide you necessary test accommodations in a timely manner.
<b>Conviction Record</b>	To determine whether your record may be a job-related consideration.	Yes, if offered an interview	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

**\*DEFINITION OF DISABILITY:** "A physical or mental impairment that substantially limits one or more of the individual's major life activities, as well as a record of such an impairment; or an individual regarded as having such an impairment."

All other information on the application is public, that is, it may be given to anyone who requests it. If you are a final candidate, your name, score and standing will become public information. If you are employed, you will be legally required to supply your social security number and all applicable tax information. This information will be sent to the IRS and to the Social Security Administration for payroll and tax purposes.

**To apply for a position with the city of New Hope, you must fully complete the required application packet.  
Resumes are accepted but not required.**