

TENNESSEN WARNING

In accordance with the Minnesota Government Data Practices Act, City of New York Mills 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 we collect from you is private. The use of the private data we collect is limited to that necessary for the administration and management of the City hiring process. Persons or agencies with which this information may be shared include:

1. City Administration department employees.
2. Heads of departments and/or supervisors where job openings occur.

The information, collected from you or from other agencies or individuals authorized by you is used to determine if you qualify for employment. Unless otherwise authorized by state statute or federal law, other government agencies utilizing the reported private data must also treat the information as private.

Disclosure of your social security number and date of birth 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. You are not required to provide your telephone number; however, we may not be able to employ you in certain jobs where you may be required to come to work on short notice. If you do not supply the required information, City of New York Mills will not be able to consider you for employment.

Your Name and Address are required information. If you do not supply the required information, the City of New York Mills will not be able to consider you for employment.

You may exercise your rights as contained in the Minnesota Government Data Practices Act. These 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.
3. The right to contest the accuracy and completeness of the data.

To exercise these rights, contact City of New York Mills Administration Department staff in the City Clerk's office, or at 218-385-2213.

I have read and understand the above information regarding my rights as a subject of government data.

Date

Applicant Signature