
Please read this advisory before completing the enclosed application

As an applicant for employment with the Arrowhead Regional Development Commission, you are being asked to provide information that will be used to evaluate your qualifications and suitability for employment.

Attached are several documents that ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the ARDC will be unable to fully and adequately determine your suitability for employment, which may reduce your chances for employment with the ARDC.

The data that you are being asked to provide is defined as personnel data under the Minnesota Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the ARDC, is typically classified as public, private or confidential.

The following data on applicants for employment is **public**, and therefore accessible by the public upon request:

- Veteran Status
- Relevant test scores
- Rank on eligibility list
- Job history
- Education and training
- Work availability

As an applicant, your name is considered private data except when you are selected to be interviewed by ARDC or are considered by the hiring authority to be a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If you are hired, the following personnel data is classified as **public**.

- Your name
- Your city and county of residence
- Your actual gross salary, salary range, contract fees, and actual gross pension
- Your job title and position description
- The value and nature of employer paid benefits, including the basis for and the amount of any compensation in addition to your salary including expense reimbursements

- Payroll time sheets or other comparable data that are only used to account for your work time for payroll purposes (except information that reveals reasons for use of sick and/or medical leave)
- The dates of your first and last employment with us
- Your education and training background
- Honors and awards you have received
- Work location, work telephone number
- Existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reason for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

All data concerning you, which is placed in your personnel files and which is not listed above, is private data. This private data will be available to you and to those members of the ARDC staff needing it to process ARDC records. The information submitted with your application for employment with ARDC may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I have read, and I understand, this Data Practices Advisory.

Applicant Signature

Date