



City of Hoyt Lakes Job Opportunity

The City of Hoyt Lakes is seeking applications from qualified applicants for the full-time position of Accounting Clerk.

Position performs skilled clerical work assisting the City in general business operations including, but not limited to, accounts payable/receivable, utility billing, maintaining city records, balancing cash drawer. Must be able to multi-task, communicate effectively with customers, citizens, elected officials and staff and have a working knowledge of basic accounting practices and procedures.

Minimum qualifications include an AA Degree in business, accounting, computer studies, or similar degree and one year of clerical experience involving computer operations, record keeping and mathematical computations. Two additional years of relevant experience can substitute for degree.

For an application packet please contact the Office of the City Clerk, 206 Kennedy Memorial Drive, Hoyt Lakes MN 55750, (218) 225-2344 and/or www.hoytlakes.com. Deadline for applications is 4:00 pm Thursday, November 9, 2017.

Post: October 24, 2017

Website

Publish: East Range Shopper: 2x2 ad, October 30 and November 6, 2017

Mesabi Daily News: October 29 and November 5, 2017

City of Hoyt Lakes
Employee Benefits* - Full Time Accounting Clerk

At present, this position is classified as Confidential.

New employees, upon start, will be paid at 90% of the hourly wage. Upon reaching their one (1) year anniversary, employees will be paid at 95% of the hourly wage. Upon reaching their two (2) year anniversary, employees will be paid at 100% of the hourly wage. If a new hire has two or more years of full time equivalent experience, the starting wage may be negotiable at the discretion of the City Council. The current wage schedule is as follows: Year 2017 - \$24.36/Hour; Year 2018 - \$24.87/Hour; Year 2019 - \$25.39/Hour.

The City will reimburse employees \$100 towards prescription eyewear every other year.

11 ½ paid holidays; 2 weeks vacation after one year with 3 weeks after four years, 4 weeks after ten years and 5 weeks after nineteen years.

Sick leave accrues at 1-¼ days per month up to a maximum of 150 days with two personal days which, if taken, are deducted from sick leave and vacation.

\$20,000 group term life plus \$20,000 accidental death and disability, health and dental, PERA, opportunity for deferred compensation program participation. Present employee paid premium portion for health insurance is \$150/month-family and \$25/month-single. The City is currently paying the full deductibles of \$4,000/family coverage and \$2,000/single coverage for active full-time employees. As per Article 21 of the Confidential Employee Personnel Policy, employee participation in the Post-Retirement Health Care Plan is \$100/month.

* This is only a summary of present benefits; specific conditions are part of the Confidential Employee Personnel Policy.

City of Hoyt Lakes
Accounting Clerk

DESCRIPTION OF WORK:

General Statement of Duties: Performs skilled clerical work assisting the city in general business operations including accounts receivable, accounts payable, utility billing (water/sewer/refuse) and general clerical work; and performs related duties as required.

Supervision Received: Works under the general and technical direction of the City Clerk.

Supervision Exercised: None.

ESSENTIAL FUNCTIONS:

- Greet the public, determine the nature of business, provide information, answer questions, research files, and/or refer as appropriate
- Answer telephone calls from individuals, provide information and/or refer as appropriate
- Answer questions and respond to complaints and discrepancies in utility bills
- Receive payments and enter payment information into the computer
- Balance cash drawer and prepare bank deposit daily
- Administer City Clerk’s Office Petty Cash Fund
- Make deposits and transfer of funds and prepare check for deposit for Treasurer
- Monitor City Clerk’s Office postage meter; prepare check and deposit with U.S. Post Office, refill postage meter via telephone transfer when needed
- Assign work to part-time staff when necessary.
- Provide applications, submit public notice of applications, type and prepare receipts for licenses and permits:
 - Beer License
 - Liquor License
 - Pet License
 - Solicitors Permits
 - Home Occupation Permits
- Maintain a variety of city records such as accounting records, ordinances, resolutions, building permits, billing statements, license information.
- Transcribe police investigation interviews

- Prepare public notices and notices for public hearings in accordance with legal requirements.
- Sort and distribute mail.
- Order office supplies.
- Type minutes, resolutions, specifications, notices and other miscellaneous correspondence.
- Photocopy minutes and distribute appropriately.
- Reserve shelters, community building rooms, picnic areas and municipal building meeting room.
- Create office forms as needed.
- Assist the auditor during the annual audit.
- Make photocopies, distribute correspondence, and mail a variety of documents
- Update Files at year-end
- Maintain competency through continuing education

Accounts Payable:

- Code invoices in absence of City Clerk
- Verify vendor invoices
- Enter invoice information into computer
- Prepare reports
- Generate checks
- File invoices
- Mail check after Council approval
- Calculate, prepare, pay, report, and file monthly sales tax and lodging tax
- Maintain vendor information in the computer

Accounts Receivable:

- Calculate and maintain all repetitive billings,
- Enter invoices into the computer for city services as per department heads request such as plowing, curb repair, community building, arena rentals,
- Count, audit, and enter into computer library fines, FAXs and photocopy receipts, prepare city receipts and enter into computer

- Count, audit, and enter into computer arena receipts for items such as skating fees, room rentals, concession, etc.
- Count, audit, and enter into computer Golf Course and Fisherman's Point receipts
- Prepare, audit and mail accounts receivable statements;
- Prepare written reminders for customers with delinquent accounts,
- Review accounts receivable records to determine payment received and re-bill if necessary
- Submit past due accounts to Credit Bureau for collection
- Track collection accounts
- Run and audit month-end accounts receivable processing
- Maintain receipt codes in computer and related sales tax

Ambulance:

- Calculate and record time cards of ambulance attendants
- Check Ambulance run report and the Billing and Privacy Acknowledgement form for completion by EMS staff and physician.
- Complete Ambulance billing sheet, call for face sheets, update the Advantage run report, make copies of applicable forms and submit via fax to Advantage Billing.
- Assist Advantage Billing with record retrieval on old ambulance runs and when needed submit old ambulance runs when new insurance information is received.
- Record payments and/or adjustments on old ambulance bills in ambulance book/file and in computer
- Submit billing to St Louis County for county subsidy
- Review accounts receivable records to determine if payment received and re-bill if necessary
- Submit past due accounts to Credit Bureau for collection
- Track collection accounts

Utility Billing:

- Determine and calculate adjustments for individual accounts and enter into computer
- Update accounts with changes in home ownership and other customer-related information in computer
- Enter special miscellaneous charges to accounts in computer
- Verify account balance and mail utility billing statements
- Track overdue accounts and water shutoffs
- Maintain automatic payroll deduction and direct withdrawal payments including creating and submitting automatic clearing house transaction with bank (ACH)
- Prepare "past due" reminders
- Submit list of delinquents accounts to Credit Bureau for collection
- Monitor collection activity
- Maintain water meter log

Planning/Zoning Commission:

- Mail meeting notices to commission including copies of relevant papers
- Determine residences affected by zoning permit application that require a variance hearing and mail public hearing notices
- Mail Compliance Orders as requested by Zoning Officer
- File all Zoning Permits and Compliance Orders

Golf Course:

- Track, update and verify golf cart storage/user list
- Prepare and update golf course membership list
- Prepare monthly golf course use report

ADDITIONAL RESPONSIBILITIES:

Council:

- Type City Council agendas, prepare packets and distribute.
- Transcribe minutes of City Council and Planning Commission meetings.
- Type summaries of council meeting minutes for publication, send to area newspapers.
- Submit minutes to legal newspaper for publication
- File copies of City Council meeting minutes in the official minutes book

Month End Processing:

- Process month-end accounts receivable, audit and verify
- Process month-end account updates, audit and verify
- Copy and distribute month-end report to council and department heads

Payroll:

- Collect time cards, verify, and perform computer data entry for part-time and full-time payroll
- Verify payroll processing and submit the required employer/employee taxes and reports
- Submit electronic deposit for employer taxes
- Generate payroll and payroll deduction checks
- Prepare, verify and submit quarterly 941 and state tax reports
- Prepare quarterly wage detail report for Department to Economic Security
- Prepare, verify and distribute employee's W-2's and related government reports
- Assist in recording and auditing employee vacation, sick leave, overtime, and compensatory time

- Maintain employee and employee deduction information in the computer
- Submit forms and checks for employee voluntary deductions
- Track and enter wage adjustments for employees

Fisherman’s Point:

- Track, verify and report Fisherman’s Point occupancy
- Verify and report Fisherman’s Point questionnaire form
- Seasonal Campsites; track, receive payments and send notices to seasonal campsite owners

Cemetery:

- Record and audit for cemetery map accuracy
- Sell lots; including assisting customers with choosing cemetery lot site
- Data entry (Cemetery Database), when deaths/burials/lot sales occur
- Print, register and distribute property Deeds
- Notify Public Works department of scheduled funerals and burial information
- Verify accuracy of City Hall and Public Works Department cemetery records

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Considerable ability to communicate effectively with customers, citizens, elected officials and staff.
- Working knowledge of basic accounting practices and procedures.
- Considerable knowledge of the standards and methods of customer account maintenance using an automated system.
- Working knowledge of modern office practices, procedures, and equipment, including computers.
- Considerable ability to perform arithmetic calculations and maintain accurate records.
- Considerable ability to type and enter data with speed and accuracy.
- Working ability to prepare reports and maintain a record keeping system.
- Working ability to make decisions in accordance with established policies and procedures.

MINIMUM QUALIFICATIONS:

AA Degree in business, accounting, computer studies, or similar degree and one year of clerical experience involving computer operations, record keeping, typing, and mathematical computations. Two additional years of relevant experience can substitute for degree.

CITY OF HOYT LAKES

AMERICANS WITH DISABILITIES ACT - PHYSICAL & ENVIRONMENTAL JOB FACTORS

Position: Accounting Clerk Date: December 19, 1995

PHYSICAL FACTORS	CODE	ENVIRONMENTAL FACTORS	CODE
Standing Stationary	V	Work Alone	V
Moving About	F	Work With Others	C
Sitting	F	Work Around Others	C
		Public Contact	C
PHYSICAL STRENGTHS & DEMANDS		Shift Work	NA
Lifting - Push & pull while stationary		Extended Day	V
Sedentary - up to 10 lbs.	V	Inside	C
Light Work - 11 to 20 lbs.	V	Outside	V
Medium Work - 21 to 50 lbs.	V	Confined Area	V
Heavy Work - 51 to 100 lbs.	NA	Extreme Hot	V
Very Heavy Work - over 100 lbs.	NA	Extreme Cold	V
		Wet and/or Humid	V
Carrying - Push & Pull while moving about		Noise	V
Sedentary - up to 10 lbs.	V	Vibration	V
Light Work - 11 to 20 lbs.	V	Mechanical Equipment	V
Medium Work - 21 to 50 lbs.	V	Electrical Equipment	C
Heavy Work - 51 to 100 lbs.	NA	Pressurized Equipment	NA
Very Heavy Work - over 100 lbs.	NA	Burning Material/Equipment	NA
		Explosive Material/Equipment	NA
Climbing	V	Radiant Energy	NA
Balancing	V	Moving Objects	NA
Stooping	O	High Places	V
Kneeling	V	Fumes/Odors	V
Crouching	O	Dirt/Dust	V
Crawling	V	Gases	V
Reaching	F	Poor Ventilation	V
Twisting - Sitting	V	Other (specify)	
Twisting - Standing	V	Other (Specify)	
Handling	C		
Fingering	C		
Feeling	V		
Talking	C		
Hearing	C		
Seeing - Near Vision	C		
Seeing - Far Vision	O		
Seeing - Depth Perception	V	V = Very Infrequent, 1 to 2 times a week	
Seeing - Accommodation	V	O = Occasional, Up to 1/3 of time a week	
Seeing - Color Vision	V	F = Frequent, 1/3 to 2/3 of time a week	
Seeing - Field of Vision	V	C = Constant, more than 2/3 of time a week	
Smelling	V		
Walking	F		
Reading	C		
Driving	V		
Night Vision	NA		
Other (specify)		8	



Municipal Building
206 Kennedy Memorial Drive
Hoyt Lakes, Minnesota 55750-1140

www.hoytlakes.com
email: info@hoytlakes.com

Phone: (218) 225-2344
FAX: (218) 225-2485

EMPLOYMENT APPLICATION -INSTRUCTIONS-

PLEASE READ AND FOLLOW THESE INSTRUCTIONS

GENERAL INFORMATION

- **IMPORTANT! You MUST complete all parts of the application.**
Read the job announcement carefully before you apply.
Announcements may contain special instructions and requirements.
- Type or print clearly in dark ink. Applications in pencil will not be accepted. Legible photocopies are acceptable.
- We cannot be responsible for failure of other agencies or postage services to forward applications by the deadline. Applications will not be accepted after the closing date of the job announcement.
- If your application is incomplete or does not clearly show the experience and/or training required, your application may be rejected at the City's discretion.
- For jobs with an experience and training rating, your score will be determined by an evaluation of the job related experience and training you describe on the application form and any addendum/supplement provided by the City. Pay close attention to items 14-19. Be complete.
- Your application and all attachments become the property of the City and will not be returned.

KEEP A COPY OF YOUR COMPLETED APPLICATION

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to agencies where you may be considered for employment (to comply with M.S. 13.43 Subd.2). If you are employed, the data will be available to the Department of Finance, the Internal Revenue Service and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the City Clerk by letter.

Office use: 1. Position Announcement _____ 4. Rating Points _____
 2. Position Description _____ 5. ADA Job Factors _____
 3. Benefits Statement _____

Last Revised 5/12

PRIVATE DATA	WHY WE ASK FOR IT	ARE YOU LEGALLY OBLIGATED TO PROVIDE IT	WHAT MAY HAPPEN IF YOU DON'T PROVIDE IT
Social Security Number	To distinguish you from all other applicants and to make processing more efficient.	No	In most cases, nothing. However, it will help insure we do not confuse your records with those of others.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	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.
Conviction Record	To determine whether we may process an application from you and to determine whether your record may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

Office Use: Date Received _____
 Initials _____

**CITY OF HOYT LAKES
 APPLICATION FOR EMPLOYMENT**

BE SURE TO READ INSTRUCTION PAGE BEFORE COMPLETING APPLICATION

GENERAL INFORMATION

1) Title of specific position for which you are applying _____ When will you be available for employment? (Check one) <input type="checkbox"/> Now <input type="checkbox"/> Beginning _____ <input type="checkbox"/> Upon ___ weeks notice to current employer		2) Date of Application _____ Phone # _____	
3) Last Name: _____ First Name: _____ M.I.: _____		4) Social Security # _____	
5) Street Address: _____ City: _____ State/Zip: _____		6) Email Address _____	
7) Are you fluent in a language, including sign language, other than English? Yes _____ No _____ If so, which _____		8) May we contact you at work: Yes _____ No _____	
9) Have you previously been employed by the City of Hoyt Lakes? Yes _____ No _____ If yes, Date _____ Position _____		10) Are you over the age of 18? Yes _____ No _____ If no, please give date of birth _____	
11) Are you able to work the schedule hours for this position? Yes _____ No _____		12) Are you legally eligible to work? Yes _____ No _____	
13) Your employment may involve use of a public vehicle. Do you have a valid driver's license? Yes _____ No _____ MN Drivers License # _____ Class _____			

EDUCATION

PLEASE BE COMPLETE: Experience and Training Points are determined by items 14-19.

14) Education: Did you graduate from high school or receive a GED? Yes _____ No _____ School Attended: _____ If No, last grade in high school completed: _____			
Name and location of College, University, Technical Schools	Did you Graduate?	Certificate or Degree	Major Course of Study
	Yes _____ No _____		
	Yes _____ No _____		
	Yes _____ No _____		
	Yes _____ No _____		

WORK EXPERIENCE

List your present or most recent experience first

15 A)

Employer Name _____
Address _____
Phone Number _____
Your Job Title _____
Supervisor's Name & Title _____

Length of Employment:
From ____/____/____ to ____/____/____
Total: Years _____ Months _____
 Full-time Part-time Hours Per Week ____
Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer? Yes ____ No ____

If no, explain: _____

15 B)

Employer Name _____
Address _____
Phone Number _____
Your Job Title _____
Supervisor's Name & Title _____

Length of Employment:
From ____/____/____ to ____/____/____
Total: Years _____ Months _____
 Full-time Part-time Hours Per Week ____
Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer: Yes ____ No ____

If no, explain: _____

WORK EXPERIENCE

List your present or most recent experience first

15 C)

Employer Name _____
Address _____
Phone Number _____
Your Job Title _____
Supervisor's Name & Title _____

Length of Employment:
From ____/____/____ to ____/____/____
Total: Years____ Months____
 Full-time Part-time Hours Per Week ____
Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer? Yes ____ No ____

If no, explain: _____

15 D)

Employer Name _____
Address _____
Phone Number _____
Your Job Title _____
Supervisor's Name & Title _____

Length of Employment:
From ____/____/____ to ____/____/____
Total: Years____ Months____
 Full-time Part-time Hours Per Week ____
Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer: Yes ____ No ____

If no, explain: _____

WORK EXPERIENCE

List your present or most recent experience first

15 E)

Employer Name _____
 Address _____
 Phone Number _____
 Your Job Title _____
 Supervisor's Name & Title _____

Length of Employment:
 From ____/____/____ to ____/____/____
 Total: Years _____ Months _____
 Full-time Part-time Hours Per Week ____
 Reason for Leaving: _____

Number and Type of Positions You Supervised _____

Description of job duties - **Be Complete** _____

May we contact this Employer? Yes ____ No ____

If no, explain: _____

PROFESSIONAL MEMBERSHIPS, REGISTRATIONS or LICENSES

16) List relevant current professional memberships, registrations or licenses. Include date first issued:

VOLUNTEER AND UNPAID WORK EXPERIENCE

Do not specify Organization

Kind of Volunteer Activity	Major Responsibilities	# Hours/Month	How Long? From To

ADDITIONAL EXPERIENCE OR TRAINING

18) Describe any additional experience or training that qualifies you for this position (Be Specific).

19) What machines or equipment do you operate? (i.e. computers, construction equipment, tools, etc).
Please describe software/hardware you are familiar with.

20) In accordance with the Immigration Reform and Control Act of 1986, this employer hires only U.S. Citizens and lawfully authorized alien workers. If hired, you will be required to provide written documentation of citizenship or legalized alien program. Failure to provide said documentation will result in dismissal.

21) Police and Fire Position Applicants only:

Have you served a sentence in jail or prison, plead guilty for or been convicted of a felony, gross misdemeanor for which a jail sentence could have been imposed? You may answer "No" if the conviction or criminal records have been annulled, sealed, set aside or purged, or if you have been pardoned pursuant to the law.

NO YES

If "yes" please attach a separate sheet with explanation. Information concerning this question will not automatically disqualify you from employment, unless adversely related to the position for which you are applying. **In addition to Police and Fire positions, other positions applied for may require a criminal background check as a condition of employment.**

REFERENCES

List at least four people other than relatives who can be contacted regarding your qualifications, work habits and character.

NAME	ADDRESS	PHONE NUMBER	OCCUPATION AND RELATIONSHIP

SIGNATURE & AUTHORIZATION FOR RELEASE OF INFORMATION

I understand this employer has the right to verify information provided in the application. If there are any misrepresentations on this application or my resume or made by me in an interview, which may be discovered now or anytime in the future, I may be discharged for cause without severance pay of any kind. False information or misrepresentation may also subject me to the penalty provisions of M.S.43A.39.

In connection with this application for employment, I authorize this employer and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to my current and past employment and applications for employment, my records maintained by an educational institution relating to academic performance (such as transcripts), a criminal history check, background check, and/or driver's license record review. Moreover, I hereby release this employer and any agent acting on its behalf from any and all liability by reason of requesting such information from any person. A photocopy of this authorization will be treated in the same manner as the original.

_____YES

_____YES, but not present employer until job is offered.

_____NO (we may be unable to hire you without this information).

I declare that any and all statements in this application or information provided are true and complete and hereby acknowledge that I have read and understand the information contained herein.

DATE

SIGNATURE (do not print)

**City of Hoyt Lakes
206 Kennedy Memorial Drive
Hoyt Lakes, MN 55750
(218) 225-2344**

Date: _____

The following named individual has made application with this agency for employment.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full)(please print): _____

Maiden, Alias or Former (please print): _____

Date of Birth: _____ **Sex (M or F):** _____
Month/Day/Year

Social Security Number (optional): _____

I authorize the Minnesota Bureau of Criminal Apprehension to disclose all criminal history record information to the City of Hoyt Lakes for the purpose of Employment with this agency.

The expiration of this authorization shall be one year from the date of my signature.

Signature of Applicant _____

Date _____

Please sign in front of a Notary:

Notary

City of Hoyt Lakes

CONSENT FORM

PERSONAL INFORMATION (Please Print)			
First Name	Last Name	Middle Name	
Maiden, Alias or Former and Dates Used		Date of Birth	Sex
Social Security Number		Driver's License Number and State	

ACKNOWLEDGEMENT/AUTHORIZATION

I, _____ (Full Name: *first, middle, last*), am the person named in an application for employment with the City of Hoyt Lakes for the position of (fill in).

I realize I am not legally required to sign this form, but if I do not, the City of Hoyt Lakes will not be able to determine whether my driving record or conviction record, if any, is a job-related consideration. I understand that if I am rejected as a candidate for the position cited above on the basis of a criminal conviction, I will be notified in writing and will be given any rights to processing of complaints or grievances afforded by *Minnesota Statutes, Chapter 364*. I understand that information prepared by the City's Police Department or other agent acting on the City's behalf is private data; that is, it may be released only pursuant to the statutory provisions of *Minnesota Statutes, Chapter 13*. I acknowledge I have read the notification on the reverse side of this form.

I hereby authorize the City's Police Department or any agent acting on its behalf to inspect and gather information retained by local, county, state, and federal agencies as necessary to determine whether any convictions of a crime or moving traffic violations, for which a jail sentence or more than 90 days could have been imposed, directly related to the position of employment sought by me.

I specifically authorize the Hoyt Lakes Police Department to Disclose all criminal history and driving record information to the City of Hoyt Lakes for the purpose of determining my suitability for employment with the City. Moreover, I hereby release the City of Hoyt Lakes, its agents, and any agency named above from any and all liability.

The duration of this authorization shall be for a period no longer than one year from the date of my signature although I understand this authorization can be revoked by me if I indicate such intent in writing. Criminal history background checks will not be conducted on applicants, except for Police and Fire applicants, unless and until the applicant is selected for an interview.

Applicant's Signature _____ Date _____

IMPORTANT FACTS ABOUT INFORMATION ON THIS FORM

Certain information requested on this form is considered private; that is, it may be released only to you and agencies where you may be considered for employment. This form is part of the City of Hoyt Lakes' employment application materials. Information in your application that is defined by law as *public* may be released on request and includes: veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Your name is private data except when certified as eligible for appointment to a vacancy or when you are considered by the appointing authority to be a finalist for a position in public employment. (To comply with M.S. 13.43, Subd. 2 and Subd 3). A summary of your rights under the Fair Credit Reporting Act will be provided to you prior to any adverse action taken by the City of Hoyt Lakes, regarding your application for employment, based on information obtained through the use of this form.

Private Data	Why We Ask For It?	Are You Legally Obligated To Provide It?	What May Happen If You Don't Provide It?
Name	To distinguish you from all other applicants.	Yes	Failure to provide may be cause for rejection of your application.
Maiden Name/Date of Birth/Sex/Social Security Number/Driver's License Number	To be able to conduct criminal background and driver's license checks.	No	Failure to provide may be cause for rejection of your application.