

# Information Disclosure Notice to Applicants



**Human Resources**  
 City of Woodbury  
 8301 Valley Creek Road  
 Woodbury, Minnesota 55125  
 Phone (651) 714-3523 | TDD (651) 714-3568  
 Fax (651) 714-3529  
[www.ci.woodbury.mn.us](http://www.ci.woodbury.mn.us)

In accordance with M.S. 13.04 Subd. 2 we 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 that 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 until you are certified as eligible for appointment to a vacancy or considered as a finalist. All other information may be public.

Data	Why We Ask For It	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 case, nothing. However, it will help ensure that 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.	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.	No	We may not be able to contact you for an interview.
Driver's License Number	Necessary for positions that require driving.	No	We may not be able to process your application for a position requiring driving.
Relatives	To assure compliance with the City's nepotism policy.	No	In most cases, nothing. However, if hired, failure to do so could result in employment actions, consistent with the City's nepotism policy and applicable laws.
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 and to provide affirmative action in City service.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether your record may be job related consideration.	Yes for applicants of peace officer, firefighter, and/or emergency medical positions. No for other applicants.	In those cases where an applicant is legally required to provide such information, we will not be able to make determinations required by law.
Are you at least 18 years of age question on page one of the application	To accurately certify applicants for certain types of work according to State law. This requirement does not apply to the EEOC form question.	Yes	We will not be able to make determinations required by law.

## Physical and Psychological Examination

If you are hired for this position, you may be required to undergo a physical and/or psychological examination at the employer's expense to determine whether or not you are able to perform the duties of this position in an effective and safe manner, and whether or not reasonable accommodations are necessary for you.

## Drug and Alcohol Testing

The City of Woodbury has adopted a drug and alcohol testing policy. The 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, you are subject to testing under the policy and will 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 Woodbury. The full Drug and Alcohol Testing policy is available for review in the Human Resources Office at City Hall, 8301 Valley Creek Road, Woodbury, Minnesota, during regular business hours.