



# Hennepin-Carver Workforce Development Board

## Application Process

### Board Openings

Review the Eligibility Requirements for Hennepin-Carver Workforce Development Board and the specific position you are applying for: [Workforce Innovation and Opportunity Act Board](#)

Workforce Innovation and Opportunity Act Board openings are as follows:

- Private Sector Business (**2 open positions**)  
[Private sector business application required \(PDF, 1MB\)](#); Complete and attach this form to your application.
- Community Based Organization (**1 open position**)  
[community-organization-and-organized-labor-verification-form.pdf](#); Complete and attach this form to your application.

### Application Process Overview

1. Create your profile or sign in with an existing profile.
2. Enter your contact information and upload your resume and letters of recommendation.
3. Complete an application:  
You may submit one application per board. You will answer questions about yourself to determine whether you qualify to apply.
4. After you apply:
  - a. You can log back in to check the status of your application
  - b. The clerks will email you if they need more information.
  - c. If you are eligible, you will get an email to schedule an interview.
  - d. You will get an email with the board's final decision.

### How to Apply

#### Step 1: Check if you're eligible

Each board position has eligibility requirements that applicants must meet. Review details for open positions: [Workforce Innovation and Opportunity Act Board](#)



## Step 2: Apply

### Online

- Use Chrome, Firefox, Edge or Safari.
- You must [create an account](#) to apply for an advisory board position.
  - You may need to create a new account even if you had a previous account. This is due to a system upgrade.
- **Apply online**
  - IMPORTANT: If you are applying for the **Private Sector Business, Community Based Organization, or Organized Labor** positions, you must complete an additional form and attach it to your online application.
    - [Private sector business application required \(PDF, 1MB\):](#)
    - [community-organization-and-organized-labor-verification-form.pdf](#)
- After applying, you will see a confirmation page.
  - If you don't see a confirmation page, or otherwise have trouble with the application, email the county board clerk's office at [board.clerk@hennepin.us](mailto:board.clerk@hennepin.us).

### Over the phone

- If you are not able to apply online, call 612-348-3081 for help filling out the application.

## Step 3: Notifications

Applicants will receive next steps via email from [HC.Mail.Service@hennepin.mn.us](mailto:HC.Mail.Service@hennepin.mn.us).

- An example of the notification e-mail you will receive is included below.
- You can also check your online account for application status updates.

## Step 4: Pre-recorded interview statement to the county board

If eligible, you will be invited to provide a **3-minute pre-recorded interview statement** to be played for the Hennepin County Board of Commissioners during a scheduled board meeting.

- [Learn about general rules of addressing the board.](#)
- If you applied for more than one position, you may provide one interview statement.
- Request a translator and other reasonable accommodations by contacting the Clerk of the County Board at 612-348-3081 or [board.clerk@hennepin.us](mailto:board.clerk@hennepin.us).



### Re-appointments

When your position term ends, you may apply for re-appointment. Follow the same application process as if you're a new applicant.

### **Sample Notification of Accepted Application E-Mail**

Hello XXXXXXX,

Your application has been processed. While it is not a requirement, please consider leaving an interview statement on XX/XX/XXXX. Please see the message below for details.

Thank you for your application to Workforce Innovation & Opportunity Act Board.

You have met eligibility requirements and are being considered for appointment. If you have more than one application, you need only submit one interview statement.

Each applicant is offered an opportunity to provide a pre-recorded statement for the position. You will be given three minutes to state your name, the board position(s) to which you are applying and record a brief statement about your qualifications and the reason you seek appointment. Your interview will be played for the Hennepin County Board of Commissioners at a regularly scheduled Administration, Operations and Budget Committee meeting. Applicants, staff members and the general public may be in attendance in person or online through livestream during these meetings.

Log in to [community advisory board account](#) to select an interview date.

You may dial 612-688-3545 and leave a message between 7 a.m. and midnight on your selected interview date.

### **Tennessee Warning Notice**

This notice serves to inform you that data submitted in the application for positions on Hennepin County Community Advisory Boards may be classified as private data by Minnesota Statutes, Chapter 13 (the "MGDPA"). Hennepin County is collecting the data to facilitate the open appointment process for its Community Advisory Boards. The data will be used to determine qualifications for and, possibly, to make appointments to its Community Advisory Boards.

Private data will be available to the Hennepin County Board and to staff whose work assignments reasonably require access to the data. Data classified as public data by the MGDPA or other applicable law may be released to the public. As an applicant, your name, address, education and training, employment history, volunteer work, awards and honors, prior government service and veteran status will



be classified as public data. If appointed to a Community Advisory Board, your residential address, telephone number and/or email address, first and last dates of services on the body and the existence and status of any complaints or charges against you will also be classified as public data. Data may be shared with state or legislative auditor or as directed by court order.

You are not legally required to provide the data on the application. However, if you do not provide the data, your application may be rejected or denied.