

Employment Application

We welcome you as an applicant for employment with the City of St. Anthony, Minnesota. Your application will be considered with others in competition for the position in which you are interested. All information contained in or connected with this application will be considered personal and confidential and will be used only in conjunction with your possible employment by the City of St. Anthony. Please furnish us with complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

RETURN TO: City of St. Anthony

Human Resources 3301 Silver Lake Road St. Anthony, MN 55418-1699

Please note that the City of St. Anthony does not accept faxed copies of completed employment applications forms. Please print neatly in ink

		GEN	NERAL IN	FORMATION			
1) TITLE: (of specific position for wh	1) TITLE: (of specific position for which you are applying)					3) DATE AVAILABLE FOR WORK:	
4) LAST NAME: FIRST I				1	MIDDLE N	LE NAME:	
6) STREET ADDRESS:			CITY:			STATE:	ZIP CODE:
EMAIL:				7) PERSONAL PHONE:		8) BUSINESS	PHONE:
9) ARE YOU UNDER THE AGE OF YES NO IF YES, DATE O			_	VE RELATIVES WORKIN IF YES, RELATIONSHIP			DEPT:
11) EMPLOYMENT POSITION DESIRED: PERMANENT FULL-TIME (check any you would accept) PERMANENT PART-TIME PART-TIME PART-TIME YES NO IF YES, POSITION:							
		13)	WORK EX	XPERIENCE			
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				14) EDUC	ATION			
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NAME AND LOCATION OF COLLEGE UNIVERSITY OR TECH SCHOOL				M. DID YOU GRADUATE?	CERTIFICATE OR DEGREE	E COURSE OF STUDY		
15) RELEVANT (CURRENT PROFESSIO	ONAL MEN	MBERSHIP:	S, REGISTRATION	S OR LICENSES.	INCLUDE I	DATE ISSUED:	
		16) JOB F	RELEVANT	VOLUNTEER AN	ND UNPAID WOR	RK EXPERI	ENCE	
	UNTEER ACTIVITY cify organization)	MA	JOR RESPO	ONSIBILITIES	PERCENT OF RESPONSI		NUMBER OF HOURS PER MONTH	YEARS FROM TO
17) DESCRIBE A	NY ADDITIONAL EX	PERIENCI	E OF TRAIN	NING THAT QUAL	IFIES YOU FOR T	THIS JOB:		
	18) (FFICE FO	MIPMENT	T, WORD PROCES	SSING AND COM	PUTER EX	PERIENCE	
HARDWARE EX	PERIENCE (be specific		20	, word I kooss				
SOFTWARE EXP	PERIENCE (be specific))						
OTHER:				20) REFER	TYPING SPE	EED: (words	per minute)	
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NAME PRESENT AI		ADDRESS TELE		TELEPH	HONE POSI		ITION AND RELATION TO YOUR WORK	

21) LEGAL TO WORK
DO YOU LEGALLY HAVE THE RIGHT TO WORK IN THE UNITED STATES? YES NO
IN ACCORDANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986, THE CITY OF ST. ANTHONY 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.
22) CRIMINAL RECORD
BACKGROUND CHECKS
THE CITY OF ST. ANTHONY CONDUCTS CRIMINAL HISTORY BACKGROUND CHECKS ON ALL EMPLOYEES.
FOR SWORN POLICE POSITIONS, FELONY CONVICTIONS (AND CERTAIN OTHER CONVICTIONS MANDATED BY THE STATE LICENSING BOARD FOR POLICE) WILL AUTOMATICALLY DISQUALIFY YOU FROM FURTHER CONSIDERATION. FOR NON-POLICE POSITIONS, THE CITY WILL LOOK AT THE TYPE OF CONVICTION AND WHETHER IT IS DIRECTLY RELATED TO THE JOB FOR WHICH YOU ARE APPLYING.
CANDIDATES FOR POSITIONS WORKING WITH CHILDREN WILL NOT BE SELECTED IF THEY HAVE BEEN CONVICTED OF ANY CRIME LISTED IN THE CHILD PROTECTION WORKER ACT (MINNESOTA STATUTES 299C.61 & 62). GENERALLY THIS INCLUDES CHILD ABUSE CRIMES, MURDER, MANSLAUGHTER, FELONY LEVEL ASSAULT OR ANY CRIME COMMITTED AGAINST A MINOR, KIDNAPPING, ARSON, CRIMINAL SEXUAL CONDUCT, AND PROSTITUTION RELATED CRIMES.
BEFORE ANY APPLICANT (OTHER THAN APPLICANTS FOR POSITIONS WITHIN THE POLICE OR FIRE DEPARTMENT) IS REJECTED ON THE BASIS OF CRIMINAL CONVICTION, HE OR SHE WILL BE NOTIFIED IN WRITING AND WILL BE GIVEN ANY RIGHTS AFFORDED BY MINNESOTA STATUTES CHAPTER 364. THIS INCLUDES THE RIGHT TO SHOW EVIDENCE OF REHABILITATION.
ACCOMMODATIONS
DO YOU HAVE ANY PHYSICAL OR HEALTH LIMITATIONS THAT WOULD REQUIRE SPECIAL OR REASONABLE ACCOMMODATIONS BY THE CITY: YES NO IF YES, PLEASE DESCRIBE THE NATURE OF THE ACCOMMODATION:
TENNESSEEN WARNING/DATA PRACTICES NOTICE TO ALL APPLICANTS
THE MININESOTA COVERNMENT DATA DRACTICES ACT REQUIDES THAT VOU DE INECRMEN OF THE DURDOSES AND INTENDED USES OF THE

THE MINNESOTA GOVERNMENT DATA PRACTICES ACT REQUIRES THAT YOU BE INFORMED OF THE PURPOSES AND INTENDED USES OF THE INFORMATION YOU PROVIDED TO THE CITY OF ST ANTHONY DURING THE APPLICATION PROCESS OR DURING EMPLOYMENT. ANY INFORMATION ABOUT YOURSELF THAT YOU PROVIDE WILL BE USED TO IDENTIFY YOU AS AN APPLICANT AND TO ASSESS YOUR QUALIFICATIONS FOR EMPLOYMENT WITH THE CITY. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT, YOU ARE REQUIRED TO PROVIDE THE INFORMATION REQUESTED IN THE APPLICATION FOR EMPLOYMENT. IF YOU REFUSE TO SUPPLY INFORMATION REQUESTED BY THE CITY, IT MAY MEAN YOUR APPLICATION WILL NOT BE CONSIDERED.

YOU ARE HEREBY ADVISED THAT, UNDER MINNESOTA LAW, THE FOLLOWING INFORMATION GIVEN BY AN APPLICANT IS CONSIDERED TO BE PUBLIC: VETERAN STATUS, RELEVANT TEST SCORES, RANK ON OUR ELIGIBLE LIST; JOB HISTORY; EDUCATION AND TRAINING; WORK AVAILABILITY.

AS AN APPLICANT, YOUR NAME IS CONSIDERED PRIVATE UNTIL YOU ARE CERTIFIED AS ELIGIBLE FOR APPOINTMENT TO A POSITION OR WHEN APPLICANTS ARE CONSIDERED BY THE APPOINTING AUTHORITY TO BE FINALISTS FOR A POSITION WITH THE CITY OF ST ANTHONY. "FINALIST" MEANS AN INDIVIDUAL WHO IS SELECTED TO BE INTERVIEWED BY THE APPOINTING AUTHORITY PRIOR TO SELECTION.

THE DATA CONCERNING YOU, WHICH IS PLACED IN YOUR APPLICATION FOLDER OR IN YOUR PERSONNEL FILE AND WHICH IS NOT LISTED AS PUBLIC, IS PRIVATE. THIS PRIVATE DATA WILL BE SHARED WITH YOU AND THOSE MEMBERS OF THE CITY STAFF WHO NEED IT TO PROCESS THE APPLICATION, UPDATE YOUR PERSONNEL RECORD, EVALUATE YOUR WORK PERFORMANCE AND IF YOU ARE HANDICAPPED, PROVIDE THE NECESSARY ACCOMMODATIONS. IT MAY ALSO BE SHARED WITH THE FOLLOWING: PERSONS AUTHORIZED TO HAVE ACCESS TO THE INFORMATION UNDER STATE OR FEDERAL LAW; PERSONS AUTHORIZED BY COURT ORDER TO HAVE ACCESS TO THE INFORMATION; AND PERSONS TO WHOM YOU CONSENT IN WRITING TO HAVE ACCESS TO THE INFORMATION.

WITH THE EXCEPTION OF RACIAL AND ETHNIC DATA, THE DATA YOU GIVE US ABOUT YOURSELF IS NEEDED TO IDENTIFY YOU AND TO ASSIST DETERMINING YOUR SUITABILITY FOR THE POSITION FOR WHICH YOU ARE APPLYING. RACIAL AND ETHNIC DATA IS USED TO MONITOR PROTECTED CLASS EMPLOYMENT AND TO MEET FEDERAL, STATE, AND LOCAL REPORTING REQUIREMENTS. FURNISHING RACIAL AND ETHNIC DATA ABOUT YOURSELF, AS WELL AS YOUR SOCIAL SECURITY NUMBER, IS VOLUNTARY.

I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED IN THIS APPLICATION FOR EMPLOYMENT AS MAY BE NECESSARY IN ARRIVING AT AN EMPLOYMENT DECISION. I UNDERSTAND THAT THIS APPLICATION IS NOT, AND IS NOT INTENDED, TO BE A CONTRACT FOR EMPLOYMENT. IN THE EVENT OF EMPLOYMENT, I UNDERSTAND THAT FALSE OR MISLEADING INFORMATION GIVEN IN MY APPLICATION, OR INTERVIEW(S), MAY RESULT IN DISCHARGE. I UNDERSTAND ALSO, THAT I AM REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE CITY.

I CERTIFY THAT ANSWERS HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I CERTIFY THAT I HAVE READ THE "NOTICE TO APPLICATION" REGARDING THE MINNESOTA DATA PRACTICES ACT (MN STATUTES 1301-1390), AND I UNDERSTAND MY RIGHTS AS A SUBJECT OF DATE.

CONSENT

AS AN APPLIC	CANT FOR A	POSITION WI	TH THE CITY O	F ST. ANTHONY	VILLAGE, I CC	INSENT TO THE	E CITY OF ST. AN	THONY VILLAC	SE POLICE
DEPARTMEN'	T CONDUCT	ING A CRIMIN	IAL HISTORY B.	ACKGROUND II	NVESTIGATION	ON ME. I UND	ERSTAND THAT	THE INFORMAT	ΓΙΟΝ Ι
PROVIDE IS C	CLASSIFIED A	AS PRIVATE.	I CONSENT TO	THE RELEASE C	F THE INFORM	ATION I AM PR	ROVIDING IN THE	S BACKGROUN	D
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AND APPROP	RIATE, TO T	HE CITY OF S'	T. ANTHONY VI	LLAGE.					

APPLICANT SIGNATURE:	DATE:

23) SIGNATURE

I UNDERSTAND THE CITY OF ST. ANTHONY 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 ANY TIME 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 THE CITY OF ST. ANTHONY AND ANY AGENT ACTING ON ITS BEHALF TO CONDUCT ANY INQUIRY INTO ANY JOB-RELATED INFORMATION CONTAINED IN THIS APPLICATION, INCLUDING, BUT NOT LIMITED TO, MY RECORDS MAINTAINED BY AN EDUCATIONAL INSTITUTION RELATING TO ACADEMIC PERFORMANCE (such as transcripts). MOREOVER, I HEREBY RELEASE THE CITY OF ST. ANTHONY AN ANY AGENT ACTING ON ITS BEHALF FROM ANY AND ALL LIABILITY BT REASON OF REQUESTING SUCH INFORMATION FROM ANY PERSON.

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 STAEMENTS IN THIS APPLICATION OR INFORMATION PROVIDED ARE TRUE AND COMPLETE AND HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE INFORMATION CONTAINED HEREIN.
SIGNATURE: (DO <u>NOT</u> PRINT) DATE:

THE CITY OF ST. ANTHONY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, SEXUAL ORIENTATION, FAMILIAL STATUS OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

THE CITY OF ST. ANTHONY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN THE ADMISSION OR ACCESS TO OR TREATMENT OF OR EMPLOYMENT IN, ITS PROGRAMS OR ACTIVITIES. IT IS THE POLICY OF THE CITY OF ST. ANTHONY TO PROVIDE REASONABLE ACCOMMODATIONS TO KNOWN PHYSICAL AND MENTAL LIMITATIONS OF QUALIFIED HANDICAPPED APPLICANTS AND EMPLOYEES IN ORDER FOR TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB IN QUESTION.

THE CITY OF ST. ANTHONY IS AN AFFIRMATIVE ACTION EQUAL OPPORTUNITY EMPLOYER



Veteran's Preference Points Supplement

Must be completed by all applicants
Do you wish to apply for Veterans' Preference points:
Information Regarding Claiming Veterans' Preference
Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.
The veteran must: a) be a U.S. citizen or resident alien; b) have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
i. served on active duty for at least 181 consecutive days, or

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

period for which a person was called or ordered to active duty by the United States President, or

certified service and verification of "veteran status" granted under U.S. PL 95-202 (38 U.S.C. § 106)

have been discharged by reason of service connected disability, or

ii.

iii.

iv.

1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service, This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.

have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full

- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Generally, disability incurred while on, or as a result of, active duty for training purposes does not quality for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447 if it was incurred prior to September 7, 1980.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of St. Anthony. Please contact our office at 612-782-3301 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE, MUST BE ATTACHED

(Veteran is defined by Minn. Stat. § 197.447)

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other documentation verifying service to substantiate the services information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of St. Anthony operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served

the full period called **or** ordered for federal, active duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, or have active military service certified under 38 U.S.C. § 106, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of St. Anthony.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214, or other documentation verifying service, is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name ((Last)	(First)	(MI)		Position For Which You Applied				
					Closing Date				
Address	(Street)	(City)	(State)	(Zip)	Phone Number	Are you a US Citizen or Resident Alien?			
						Yes No			
("Member				n verifying servic	ee, must be submitted to receive po	pints)			
("Member receive po	r Copy 4" of a pints) Percent of D	AN (15 points): DD214, or other documen isability:% er been promoted within t				bility rating decision must be submitted to			
SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death): ("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran). Date of Death: Have you remarried?									
SPOUSE OF DISABLED VETERAN (15 points): ("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of a compensable service connected disability rating decision must be submitted to receive points). How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the unable to qualify for this position because (be specific):									
correct to	the best of 1		cknowledge t	hat I am respons	sible to obtain the required Vete	ormation given is true, complete and rans' Preference verification documents			
Signature				Date					



Affirmative Action Information

(voluntary)

To All Applicants:

The information requested below will be used for statistical purposes only. It will enable us to evaluate our recruitment process in light of federal and state equal opportunity laws. Your cooperation is strictly voluntary. Your application will be reviewed whether or not you provide this information.

Thanks for your help!					
Date:	Position fo	or which apply	ying:		
Gender: Male: Female:	_ Age:				
Ethnic Identification: White	Black	Asian	Hispanic	American Indian_	Other
Do you have a disability that s	ubstantially 1	imits basic we	ork activities? Y	es No	
Special Notice to Disabled In If you are a disabled person, y disability and your suggestion	ou are invited				
How did you learn about thi Private employment agency (N)	
State job service					
Other public employment ager	ncy (Name: _)	
Minneapolis Star/Tribune					
St. Paul Pioneer Press					
Other local newspaper (Name:	:)	
College/Technical School (Na	me:)	
High School (Name:)	
Walk-in/lobby posting					
City of St. Anthony Employee	;				
Minority group referral (Name	e:)	
Other (Re specific)					