

CITY OF LONSDALE

APPLICATION FOR EMPLOYMENT

415 Central Street West
P.O. Box 357
Lonsdale, Minnesota 55046-0357
(507) 744-2327

lonsdalemn.com

The City of Lonsdale appreciates your interest in a position with us and is committed to a policy of equal opportunity in employment without regard to race (including traits associated with race, including, but not limited to, hair texture and hair styles such as braids, locs and twists), color, creed, religion, national origin, marital status, disability, familial status, status with regard to public assistance, sexual orientation, sex, age or disability, local human rights commission activity and any other category protected by law. Data provided on your application will be reviewed by various personnel within the City of Lonsdale for the purpose of assessing your qualifications for employment. Please furnish complete information as outlined in this application. Failure to provide the data required may result in rejection of your application. Please refer to the "Applicant Data Practices Advisory" sheet for guidance regarding how your application information will be used, the consequences of providing or not providing your information and more. Persons with disabilities who wish to apply for employment with the City of Lonsdale and need reasonable accommodation in the application process may contact the City Administrator's Office at the address/phone number listed above.

• PLEASE PRINT IN INK OR TYPE •

Name (Last)	(First)	(Middle)	Phone No.:
			(Day)
Street Address	City	State	Zip Code
			(Evening)

Date: _____

Position you are applying for: _____

Date Available: _____ Pay Desired: _____

Are you willing to work (may mark more than one):

Full-time Part-time Seasonal

Are you willing to work overtime if necessary? Yes No

Have you worked for the City of Lonsdale before: Yes No If yes, when and in what position?

Are you a United States citizen or otherwise legally eligible to work in the United States? Yes No
(Proof of citizenship or work eligibility will be required as a condition of employment).

Are you able to speak a language in addition to English? If so, what language? _____

STATEMENT OF INTEREST: (Give a brief statement of why you are interested and feel qualified for the position:)

EDUCATION / TRAINING

Circle the highest grade completed												
1 2 3 4 5 6 7 8	9 10 11 12 GED	13 14 15 16	MA MS PHD JD									
<i>Grade School</i>	<i>High School</i>	<i>College/Technical</i>	<i>Graduate</i>									
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No									
	<i>High School</i>	<i>College/Technical</i>	<i>Graduate</i>									

Types of School	Name and Address of School	From	To	Diploma, Degree, Certificate or Credits Earned	Major	Did you Graduate?
Last High School / GED						
College or University						
College or University						
Graduate School						
Technical / Vocational School						

List applicable courses, seminars, workshops and training programs you attended related to this position:

LICENSES

Complete this section only if the position sought requires a valid driver's license.

Do you have a valid driver's license? Yes No

Driver's License No./State _____ Class _____

Expiration Date _____ Endorsements _____

List all moving traffic violations within the past five years:

Nature of Offense(s): _____

Date(s): _____ Violation(s): _____

If relevant, list other registrations, licenses or certificates you have related to this position. Include date first issued and expiration of current issuance.

Registrations, Licenses and/or Certificates	Date Issued	Expiration Date

EMPLOYMENT EXPERIENCE

Please list your employment history for the **past ten (10) years**. Begin with most recent employment. Attach additional pages if necessary. List any relevant volunteer work experience.

Present or Last Employer		Address	City/State/Zip
Supervisor's Name and Title	Phone ()		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?
Dates employed (mo/yr) From To	Hours worked per week	Job Title	
Reason for leaving			
Specific duties			

Present or Last Employer		Address	City/State/Zip
Supervisor's Name and Title	Phone ()		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?
Dates employed (mo/yr) From To	Hours worked per week	Job Title	
Reason for leaving			
Specific duties			

Present or Last Employer		Address	City/State/Zip
Supervisor's Name and Title	Phone ()		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?
Dates employed (mo/yr) From To	Hours worked per week	Job Title	
Reason for leaving			
Specific duties			

Present or Last Employer		Address	City/State/Zip
Supervisor's Name and Title	Phone ()		May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?
Dates employed (mo/yr) From To	Hours worked per week	Job Title	
Reason for leaving			
Specific duties			

Have you ever been involuntarily terminated from employment? Yes No If yes, briefly explain: _____

MILITARY

Complete this Section only if you served in the U.S. Armed Forces:

Describe your duties and any special training:	Branch of Service:
	Period of Active Duty: From: _____ To: _____
	Rank at Discharge:
	Type of Discharge:
	Date of Final Discharge:
Do you wish to apply for Veterans' Preference points: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If you answered "yes," you must complete the enclosed Application for Veterans' Preference Points and submit the application and required documentation to the City of Lonsdale by the application deadline of the position for which you are applying.	

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability or other protected status):

PHYSICAL REQUIREMENTS:

Are you able to perform the tasks of this position as described in the job description? Yes No

READ CAREFULLY AND SIGN

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification for termination from employment. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at an employment decision.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Lonsdale is "at will," and that employment may be terminated by either the City of Lonsdale or me at any time, with or without notice. With my signature below, I am providing the City of Lonsdale authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact this employer?", contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Lonsdale in writing of any changes to information reported in this application for employment.

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY	
<u>DOCUMENTS</u>	<u>DATE</u>
Release of information form received from applicant	_____
Authorization for criminal background/driver's license check received from applicant	_____

VETERANS' PREFERENCE

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: VETERANS' PREFERENCE POINTS CANNOT BE CONSIDERED WITHOUT SUPPORTING DOCUMENTATION. ATTACH COPY OF "VETERAN'S DD214 COPY 2, 4 or 6) OR OTHER DOCUMENTATION VERIFYING MILITARY SERVICE. DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)

You must submit a PHOTOCOPY of your DD214 (Copy 2, 4, or 6) or other documentation verifying military 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 DD214, or other documentation verifying military service, contact your County Veterans' Service Office.

The City of Lonsdale operates under a point preference system, which awards points to qualified veterans to supplement their application. After receiving a passing score, 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, 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 once when applying for the first promotion after securing public employment.

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 DD214 Copy 2, 4 or 6) or other documentation verifying military 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 Applied For:	
	Closing Date:	
Address: (Street) (City) (State) (Zip)	Phone Number:	Are you a US Citizen or Resident Alien? <input type="checkbox"/> YES <input type="checkbox"/> NO

VETERAN (10 points):

(DD214 or DD215, Copy 2, 4 or 6 or other documentation verifying military service, must be submitted to receive points)

Honorably discharged veteran: Yes No

DISABLED VETERAN (15 points):

(DD214, Copy 2, 4 or 6 or other documentation verifying military service and USDVA Summary of Benefits Letter showing a compensable service connected disability rating decision, usually 10% or more must be submitted to receive points)

Percent of Disability: _____%

Have you ever applied for promotion in public employment? Yes No

SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):

(Veteran's DD214 or DD215 or other documentation verifying military service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased 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? Yes No

SPOUSE OF DISABLED VETERAN (15 points):

(Veteran's DD214 or DD215, Copy 2, 4 or 6 or other documentation verifying military service, photocopy of marriage certificate and USDVA Rating Decision showing a compensable service connected disability rating decision, usually of 10% or more and which shows the nature of the disability, 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 veteran is unable to qualify for this position because (be specific):

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Lonsdale by the required application deadline.

Signature

Date

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. §197.447 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
 - ii. have been discharged by reason of disability incurred while serving on active duty, or
 - iii. have completed the minimum active-duty requirement of federal law, as defined by Code of Federal Regulations title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty under Title 10 of the United States Code, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

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

- 1) Attach a copy of your DD214 or DD215, Copy 2, 4, or 6 or other documentation verifying military service. This copy must state the character of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision or Summary of Benefits Letter that supports/verifies the fact that the veteran has a compensable Service-connected disability.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's DD214 or DD215 Copy 2, 4 or 6 or other documentation verifying military 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 Lonsdale. Please contact our office at (507) 744-2327, ext. 6 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Lonsdale appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender: Male Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

- 1) Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- 2) Has a history of a disability (such as cancer that is in remission);
- 3) Is regarded as having such an impairment.

Do you claim disability status? Yes No

Applicant Data Practices Advisory

According to Minn. Stat. §13.04, the City must advise you of the following.

Purpose and intended use of the data:

The City collects this information for purposes of selecting a candidate for hire. Your data will be used to determine if you meet the minimum and desired standards for the position applied for. For public safety positions or in the event you are selected for hire, your data will be used to perform a criminal background check, including using the BCA's website. Consultant, City staff and elected officials involved in the hiring process will have access to the data provided. Data may be shared upon court order or provided to the state or legislative auditor, upon request.

Whether you may refuse or are legally required to supply this data:

Application for employment as well as supplying any data in the Application for Employment is voluntary.

Consequences arising from supplying or refusing to supply this data:

We take pride in hiring the best candidates but we can't do this without a complete application. Filling out the application is voluntary and the more complete the application, the better your chances of conveying to the City you are the best candidate for the job. Except for explicitly optional requested information, refusal to provide a complete application may result in immediate disqualification from consideration for a position.

Minors submitting this application have the right to request that parental access to private data be denied. If you wish to make this request, please submit the request in writing to:

City of Lonsdale
Attn: Lonsdale City Administrator
415 Central St. W.
PO Box 357
Lonsdale, MN 55046

GENERAL INFORMATION ON THE MINNESOTA GOVERNMENT DATA PRACTICES ACT FOR APPLICANTS, EMPLOYEES AND VOLUNTEERS

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Lonsdale. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequences arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal law to receive the data you provide.

Second under “Personnel Data” (Minn. Stat. §13.43) the following data on you as an applicant for employment by a public agency is automatically public:

- Your veteran’s status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of Lonsdale, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience.
- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of City staff needing it to process City records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- The Bureau of Census;
- Federal, State and County Auditors;
- The State Department of Public Welfare;
- The Department of Human Rights;
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities;
- Labor organizations and the Bureau of Mediation Services;
- Data may also be made available through court order.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the City's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

NOTICE REGARDING SOCIAL SECURITY NUMBER: This information will be used for payroll taxes, insurance purposes, and retained in the employee's data record.

NOTICE TO MINORS: Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City Administrator at 415 Central St. W., Lonsdale, MN 55046. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS' PREFERENCE DOCUMENTATION: This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans' Preference credits.