



City of Mendota Heights • 1101 Victoria Curve, Mendota Heights, MN 55118

## EMPLOYMENT APPLICATION-DBB Executive Director

We welcome your application for employment with the City of Mendota Heights. Your application will be considered with others for the position you specify. Our policy is to provide equal opportunity in employment and to prohibit discrimination on the basis of race, color, sex, creed, religion, national origin, age, marital status, disability, familial status, sexual orientation, membership or activity in a local commission, political affiliation, or status with regard to public assistance. This policy applies to full-time, part-time, seasonal and temporary employment.

If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids, services or other reasonable accommodation in the selection process, please notify the Human Resources Coordinator at 651-255-1356.

Please provide complete information so we may accurately and completely assess your qualifications. Your opportunity for employment may be reduced if your application is incomplete or may result in the City of Mendota Heights no longer considering you for the position for which you are applying. We encourage you to attach any additional information which you believe qualifies you for the position. Any materials submitted in support of an application are not returned.

Applications must be received by the application deadline. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

APPLICANT INFORMATION			
TITLE FOR POSITION APPLYING FOR:		ARE YOU INTERESTED IN: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	
LAST NAME	FIRST NAME	MIDDLE NAME	
STREET ADDRESS	CITY	STATE	ZIP CODE
EMAIL ADDRESS	PRIMARY PHONE NUMBER	ALTERNATE PHONE NUMBER	
Are you 18 years of age or older? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Are you legally eligible to work in the United States in the position for which you are applying? Yes <input type="checkbox"/> No <input type="checkbox"/> (if hired, you will be required to provide documentation that you are eligible to work in the U.S.)			
Have you been previously interviewed by the City of Mendota Heights? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, list dates(s) and job title(s):			
Are you related to anyone currently working in any position (full-time, part-time, seasonal or appointed committee member) for the City? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, who?			

**EDUCATION**

(Please note: You may be requested to provide a copy of transcripts as proof of education)

Did you graduate from high school or receive a GED? Yes  No 

Name and location of High School, College/University, Technical/Vocational, or Other	Course of Study/Major	Type of Diploma, Degree

**MILITARY EXPERIENCE**

(See Election of Veterans Preference on page 8)

Did you serve in the U.S. Armed Forces? Yes  No 

If yes, describe your duties and any special training:

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**REGISTRATIONS, LICENSES, CERTIFICATIONS**

If relevant, list any current registrations, licenses or certifications you have:

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**EMPLOYMENT REFERENCES**

List 3 professional/work references. Do not include relatives.

Name and Title	Company and Address	Phone Number & Relationship

**WORK EXPERIENCE**

Please provide your employment history for the past 10 years, beginning with most recent first.  
**DO NOT USE "SEE RESUME" OR SIMILAR.** Attach additional sheets, if needed.

EMPLOYER				PHONE NUMBER	
ADDRESS		CITY		STATE	ZIP CODE
YOUR POSITION/TITLE		EMPLOYMENT DATES (List month & Year):	FROM	TO	
HOURS WORKED PER WEEK	LAST SALARY	REASON FOR LEAVING			
NAME OF LAST SUPERVISOR			MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> YES <input type="checkbox"/> NO		
PRIMARY RESPONSIBILITIES					
EMPLOYER				PHONE NUMBER	
ADDRESS		CITY		STATE	ZIP CODE
YOUR POSITION/TITLE		EMPLOYMENT DATES (List month & Year):	FROM	TO	
HOURS WORKED PER WEEK	LAST SALARY	REASON FOR LEAVING			
NAME OF LAST SUPERVISOR			MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> YES <input type="checkbox"/> NO		
PRIMARY RESPONSIBILITIES					
EMPLOYER				PHONE NUMBER	
ADDRESS		CITY		STATE	ZIP CODE
YOUR POSITION/TITLE		EMPLOYMENT DATES (List month & Year):	FROM	TO	
HOURS WORKED PER WEEK	LAST SALARY	REASON FOR LEAVING			
NAME OF LAST SUPERVISOR			MAY WE CONTACT THIS EMPLOYER: <input type="checkbox"/> YES <input type="checkbox"/> NO		
PRIMARY RESPONSIBILITIES					

Have you ever been terminated from a previous employer? Yes  No

If yes, provide the name and address of the employer, date of termination and reason for termination (do not include lay-off or staff reduction):

Have you ever been asked to resign or been given the opportunity to resign rather than be terminated? Yes  No

If yes, state the name and address of the employer, date of resignation and reason asked to resign or reason given the opportunity to resign rather than be terminated:

#### **OTHER QUALIFICATIONS**

Summarize special job-related skills and qualifications acquired from education, employment or other experience:

#### **CRIMINAL HISTORY BACKGROUND CHECK**

The City of Mendota Heights conducts a thorough criminal history background check as well as other forms of background verifications as a condition of employment for all positions. For some positions (example: police and fire positions), certain felony convictions (and other convictions mandated by the state licensing boards) will automatically disqualify the applicant from further consideration.

For criminal history background checks for non-police and non-fire positions, the City will look at the type of conviction and whether it is directly related to the job for which you are applying. Applicants for positions involving the care, contact and/or supervision of children may also be required to be fingerprinted and/or complete an authorization under the Minnesota Child Protection Background Check Act (Minnesota Statutes 299C.61 & 62). Generally, this will determine whether an individual is the subject of any reported conviction for a background check crime, which includes child abuse crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes.

Finalists for all positions will be provided a background letter request and forms to provide authorization to release information. 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.

## APPLICANT DATA PRACTICES ADVISORY

The Minnesota Data Practices Act (Minnesota Statutes §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Mendota Heights. First, under “Rights of Subject 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, terms and conditions of employment, 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;
- The existence and status of any complaints or charges against you, regardless of whether they resulted in disciplinary action and the final disposition of any disciplinary action together with the specific reasons for the action and supporting documentation;
- Your work location and work telephone;
- 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;

## APPLICANT DATA PRACTICES ADVISORY (CONTINUED)

- 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 or to individuals within the City of Mendota Heights and their representatives whose job duties reasonably require access. In addition, the following persons or organizations 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 Department of Human Services;
- 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;
- Additional individuals and/or organizations may be authorized to access your private data as permitted under state or federal law.

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. You are not legally required to supply the requested data, but your opportunity for employment may be reduced if your application is incomplete or may result in the City of Mendota Heights no longer considering you for the position for which you are applying.

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

**NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERAN’S PREFERENCE DOCUMENTATION:** This information will be used for documentation purposes for verifying marital status for requesting applicable spousal veteran’s preference points.

**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 of Mendota Heights Human Resources Department at 1101 Victoria Curve, Mendota Heights, MN 55118. This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.

**APPLICANT'S STATEMENT**

I certify that I have read the Applicant Data Practices Advisory, regarding the MN Data Practices Act, and understand my rights as a subject of data.

I understand that if offered a position, I may be required to submit to and pass a drug and/or alcohol screen. I may be required to submit to and pass a background investigation, credit check, psychological examination, a physical examination and a physical ability test if related to the position for which I am applying.

I certify that all information I have provided in this application is true and complete. I agree and understand that any misrepresentation or omission of facts contained in my application, resume or any other materials, or during any interviews, will be grounds for disqualification for employment or in the event of employment, immediate dismissal from employment, regardless of length of employment or when the omission of facts or misrepresentations are discovered.

I further understand that the City of Mendota Heights conducts a thorough criminal history background check as well as other forms of background verifications checks as a condition of employment for all 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 Mendota Heights in writing of any changes to information reported in this application for employment.

With my signature below, I am providing the City of Mendota Heights with 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 History section I have answered "No" to the question, "May we contact?", contact with my current employer will not be made without my specific authorization.

By signing this form I hereby acknowledge I have read and understood the above statements. **Failure to sign this form may result in rejection of your application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Original, signed application must be returned to:**

City of Mendota Heights  
Attention: Human Resources  
1101 Victoria Curve  
Mendota Heights, MN 55118



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## Election of Veteran's Preference

Preference points are awarded to qualified veterans and spouses of deceased veterans to add to their application results. Points are awarded subject to the provisions of MN Statutes §197.447 and §197.455. To be eligible for veteran's preference points you must (1) be a citizen of the United States or a resident alien (2) who has been separated under honorable conditions from any branch of the armed forces of the U.S.:

- (a) after having served on active duty for 181 consecutive days; or
- (b) by reason of disability, incurred while serving on active duty;
- (c) who has met the minimum active duty requirement as defined in 38 C.F.R §3.12a (24 months of continuous active duty, or the full period for which a person was called or ordered to active duty) ; or
- (d) who has active military service certified under federal law.

A preference available may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who because of the disability is unable to qualify.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it. Therefore, if you are claiming veteran's preference, you must supply a copy of the documentation outlined below.

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.

Do you wish to claim veteran's preference? Yes  No

If yes, please check the preference you are claiming:

- Veteran** – Attach a copy of "Member Copy 4" of your DD214 to receive 10 points.
- Disabled Veteran** – Attach a copy of "Member Copy 4" of your DD214 and a letter from the U.S. Department of Veterans Affairs (USDVA) verifying active duty disability to receive 15 points.

Have you ever been promoted within the City of Mendota Heights employment? Yes  No

- Spouse of a Deceased Veteran**- Attach a copy of your marriage certificate, verification of marriage at the time of the Veteran's death and that you have not remarried, the Veteran's "Member Copy 4" of DD214, the Veteran's death certificate and proof the Veteran died on or as a result of active duty to receive 10 points. If the Veteran was disabled at the time of death, also attach a letter from the USDVA verifying active duty disability to receive 15 points.



- Spouse of a Disabled Veteran who is Unable to Use Preference Due to Disability-** Attach a copy of your marriage certificate, the Veteran’s “Member Copy 4” of DD214, and USDVA letter verifying active duty disability related to the position requirements to receive 15 points.

How does the 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):

Please note that to receive the above points, the applicant must have earned a passing score on the competitive open examination per MN Statutes §197.455. Please also note that a disabled veteran may be eligible to receive 5 points on a competitive promotional examination per MN Statutes §197.455.

**IMPORTANT** – If you elect to use veteran’ preference, you must attach the documentation establishing your right to claim the preference.

**AFFIDAVIT:**

I hereby claim veteran’s preference 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 veteran’s preference verification documents and submit them and this form to the City of Mendota Heights. These materials must be received by the City of Mendota Height by the application deadline.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
Date



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## Applicant Survey

The City of Mendota Heights is an Equal Opportunity Employer in its recruitment and procedures. The information on this sheet is requested to help ensure that our employment practices are fair and provide an equal opportunity. This data is not part of the application file and is removed from the application when received by our office. This data will be kept in a confidential file separate from your employment file and will not be given to staff members making the hiring decisions. It will be used by Human Resources to compile summary data for the purpose of completing necessary government reports relative to equal opportunity employment and for the City's use in monitoring its recruitment process.

Completion of this form is **optional**. Choosing not to complete it will in no way disqualify you from present or future employment.

Position applied for: \_\_\_\_\_

Gender:      Female    Male

Age Group:    Under 18    18-39    40-65    Over 65

With which racial/ethnic group do you identify (check one):

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- White/Caucasian
- Other (please specify): \_\_\_\_\_

How did you learn about this position?

- City of Mendota Height's website
- City of Mendota Height's City Newsletter
- League of Minnesota Cities' website
- Governmentjobs.com
- Mendota Height's resident

**Please include this form with your application or mail separately to:**

**City of Mendota Heights  
Attention: Human Resources Coordinator  
1101 Victoria Curve  
Mendota Heights, MN 55118**