



APPLICATION FOR EMPLOYMENT

CITY OF BLAINE
10801 Town Square Drive NE
Blaine, MN 55449

Main: (763) 784-6700
Job Line: (763) 717-2679
Fax: (763) 717-2702
www.ci.blaine.mn.us

OFFICE USE ONLY

Interview:

Title of Position Applying For

Date Available for Work

Today's Date

Employment Status Desired: ___ Full-Time ___ Part-Time ___ Seasonal ___ Temporary

Last Name

First Name

Middle Name

Street Address

City

State

Zip Code

County

Email Address

Home Phone: () -

Work Phone: () -

Cell Phone: () -

Are you a United States Citizen or legally eligible to work in the U.S.?
Yes No (If hired, you will be required to provide documentation that you are eligible to work in the U.S.)

Are you under 18? ___ Yes ___ No If Yes, list birth date: ___/___/___

Are you willing to work over time? ___ Yes ___ No

Have you been previously employed by the City of Blaine? ___ Yes ___ No If yes, list date(s) and position(s) held:

Do you have any relatives working for the City of Blaine? ___ Yes ___ No If Yes, list names and relationship to you:

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

High School Name & Location: _____

Type of School

Name & Location

Major

Degree, Certificate or Credits Earned

College/University

College University

Graduate School

Technical/Vocational

Other

Driver's License Number

State

Expiration Date

Class: ___ A ___ B ___ D ___ CDL

List any endorsements:

WORK EXPERIENCE: List complete employment history, beginning with most recent first. Include paid and unpaid experience.
* **PLEASE NOTE** "see resume" is not an acceptable response for any entries on this application. Candidates will be ranked only on the information submitted in this application. Resumes and other supplemental materials will be considered in addition to, but not in lieu of this application. You may attach additional sheets, if needed.

Employer _____ Phone (____) _____
Address _____
Supervisor's Name _____ Supervisor's Title _____
Your Job Title _____
Specific Duties _____

May we contact this employer? Yes No. If No, please indicate reason: _____

Dates Employed (Mo/Yr)
From _____ To _____
Total (Yr/Mo) _____
Hours Worked Per Week _____
Last Salary _____
Reason for leaving or seeking other employment:

Employer _____ Phone (____) _____
Address _____
Supervisor's Name _____ Supervisor's Title _____
Your Job Title _____
Specific Duties _____

May we contact this employer? Yes No. If No, please indicate reason: _____

Dates Employed (Mo/Yr)
From _____ To _____
Total (Yr/Mo) _____
Hours Worked Per Week _____
Last Salary _____
Reason for leaving or seeking other employment:

Employer _____ Phone (____) _____
Address _____
Supervisor's Name _____ Supervisor's Title _____
Your Job Title _____
Specific Duties _____

May we contact this employer? Yes No. If No, please indicate reason: _____

Dates Employed (Mo/Yr)
From _____ To _____
Total (Yr/Mo) _____
Hours Worked Per Week _____
Last Salary _____
Reason for leaving or seeking other employment:

Employer _____ Phone (____) _____
Address _____
Supervisor's Name _____ Supervisor's Title _____
Your Job Title _____
Specific Duties _____

May we contact this employer? Yes No. If No, please indicate reason: _____

Dates Employed (Mo/Yr)
From _____ To _____
Total (Yr/Mo) _____
Hours Worked Per Week _____
Last Salary _____
Reason for leaving or seeking other employment:

Employer _____ Phone (____) _____
Address _____
Supervisor's Name _____ Supervisor's Title _____
Your Job Title _____
Specific Duties _____

May we contact this employer? Yes No. If No, please indicate reason: _____

Dates Employed (Mo/Yr)
From _____ To _____
Total (Yr/Mo) _____
Hours Worked Per Week _____
Last Salary _____
Reason for leaving or seeking other employment:

KNOWLEDGE, SKILLS AND ABILITIES SECTION

Typing Ability: Yes No _____ WPM

Speedwriting Ability: Yes No _____ WPM

Dictation Experience:
 Yes No

Computer Experience: Yes No If Yes, please list computer software programs and hardware you are skilled with: _____

List other office equipment you can operate: _____

List any special courses, seminars, workshops and/or training you attended that relate to the job you are applying for: _____

If relevant, list other registrations, licenses or certificates you have:

Type: _____ Date Issued: _____ Date Expires: _____

Type: _____ Date Issued: _____ Date Expires: _____

For Labor & Skilled Trades Only

List the equipment you are capable of operating: _____

This space can be used to add any additional information you deem relevant to better assess your suitability for the position applied for:

MILITARY SERVICE: Branch of Service: _____

Period of Active Duty: From _____ To _____ Rank at Discharge: _____

Type of Discharge: _____ Date of Final Discharge: _____

Describe your duties and any special training: _____

VETERAN'S PREFERENCE POINTS: Preference points are awarded to qualified veterans and spouses of disabled or deceased veterans to add to their application results. Points are awarded subject to the provisions of Minnesota Statute 43A.11. To be eligible for veteran's preference points you must be: (1) a citizen of the U.S. or resident alien, and (2) separated under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, or has met the minimum active duty required as defined by CFR, Title 38, Section 3.12a, or who has active military service certified under 38 U.S.C.A Section 106, Part I, Chapter I, or be the surviving spouse of a deceased veteran or the spouse of a disabled veteran who because of the disability is not able to utilize the Veterans Preference Points.

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. *You must supply a copy of your DD214. Disabled veterans must also supply form FL-802 or an equivalent letter from a Service Retirement Board. Spouses applying for preference points must supply their marriage certificate, the Veteran DD214 and FL-802 or death certificate.*

ARE YOU APPLYING FOR VETERAN'S PREFERENCE POINTS? YES NO If yes, your DD214 or other supporting documentation must be received no later than five (5) calendar days after the application deadline.

PREFERENCE REQUESTED: Veteran (5pts) Disabled Veteran (10pts) Spouse of Disabled Veteran or Deceased Veteran (5pts)

Do you have a service-related disability? Yes No (_____%)

REFERENCES: Please list three (3) references (not relatives), who have known you for at least one (1) year, who can attest to your work qualities.

Name	Relationship to You	Occupation	Telephone Number
			()
			()
			()

NOTICE TO APPLICANT

Information requested on your application that is defined by Minnesota Statute as public may be released on request and includes job history, education and training, relevant test scores, rank on our eligibility list, Veteran’s status, and work availability. Your name is 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. Certain other information is private and may be released only to you or to governmental entities authorized access by law.

NAME: Used to identify you in relation to other applicants. You are legally required to provide your name. Failure to provide this information may result in a delay in processing or rejection of your application.

LICENSE INFORMATION: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

CITIZENSHIP STATUS: Used to certify applicants for work in the U.S. as determined by laws of the U.S. Department of Labor and the State of Minnesota. Failure to provide this information may result in rejection of your application.

CRIMINAL HISTORY BACKGROUND CHECKS: The City of Blaine conducts criminal history background checks on all regular or temporary full-time or part-time 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 of Blaine 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 (M.S. 299C.61 & 62). Generally, this 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. Before any applicant (other than applicants for positions within the police or fire department or for emergency medical services positions) is rejected on the basis of criminal conviction, he or she will be notified in writing and will be given any rights afforded by M.S. Chapter 364. This includes the right to show evidence of rehabilitation.

Minnesota Statute Section 518.6111, requires employers to obtain information from all new employees regarding court-ordered child support obligations that are required by law to be withheld from income. If hired, you will be required to provide such documentation. Failure to provide said documentation will result in dismissal.

In accordance with the Immigration Reform and Control Act of 1986, the City of Blaine 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. Failure to provide said documentation will result in dismissal.

Employees and job applicants are subject to drug and alcohol testing in conjunction with the provisions of Minnesota Statutes, Section 181.950, and the provisions as listed in Administrative Policy No. 3.14, Subd. 2. Copies of this policy are available for inspection during regular business hours by employees or job applicants in the Human Resources Department.

If you are hired for this position, you may be required to undergo a physical 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 accommodations are necessary for you.

APPLICANT’S STATEMENT

I certify that I have read the “Notice to Applicant” regarding the Minnesota Data Practices Act, and understand my rights as a subject of data. I authorize that a transcript may be requested where necessary to verify any education record. I hereby expressly authorize the collection, use and release of any and all information concerning me, which relates to my employment. I hereby release the City of Blaine, with which I am seeking employment, from any liability which may result from releasing information requested. I also expressly authorize the release by my present and past employers, including its agents/employees of any and all information concerning my employment with them, in any form, oral or written, and I agree to hold harmless my present and past employers from any liability whatsoever arising out of its release of information pursuant to this release.

I acknowledge I have read and understand the job announcement for the position of which I am applying. I further acknowledge my understanding that employment with the City of Blaine is “at will” and that employment may be terminated by either the City of Blaine or me at any time, with or without notice. I understand that, if hired, I am obliged to comply with any and all current and subsequently adopted City of Blaine policies.

I understand that if offered a position, I may be required to submit to and pass a drug screen and depending on the position, may be required to submit to and pass a psychological examination, a physical examination and/or a physical agility test.

I certify that all information I have provided in this application (and accompanying resume, if any) and during any interview for employment is true and complete. I authorize investigation of all statements contained in this application for employment with the City of Blaine as may be necessary in arriving at an employment decision. I agree and understand that any false or misleading statements or omission of information contained in this application or any supplemental materials I submit will be grounds for disqualification from employment, or in the event of employment, dismissal of employment upon discovery of the information at a later date.

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

Signature of Applicant

Date

The City of Blaine considers applicants for all positions without regard to race, age, religion, national origin, sex, marital or veteran status, disability, sexual preference, status with regard to public assistance, or any other basis protected by law. EOE/ADA

APPLICANT DATA RECORD

The City of Blaine is an Equal Opportunity Employer in its recruitment and procedures. Applicants are considered for all positions, and employees are treated during employment without regard to race, age, religion, national origin, sex, marital or veteran status, disability, sexual preference, status with regard to public assistance, or any other basis protected by law.

As an employer/government contractor, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with State and Federal record keeping, reporting and other legal requirements, please complete the Applicant Data Record. Periodic reports are made to the government using the following information. *This form will be filed separate from your application and it will not be used in our recruitment evaluation process.* The following information is requested for reporting purposes only. Please note that your cooperation in providing the following data is *voluntary* and inclusion or exclusion of data will not affect any recruitment selection decisions. We appreciate your cooperation. Refusal to provide this information will not disqualify you from present or future employment or adverse treatment.

Title of Position Applying For:		Today's Date:	
Sex: <input type="checkbox"/> Female <input type="checkbox"/> Male	Age: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-39 <input type="checkbox"/> 40-65 <input type="checkbox"/> Over 65		
<i>Please check one of the following:</i>			
<input type="checkbox"/> White (non-Hispanic) <input type="checkbox"/> Black or African American <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Asian or Pacific Islander			
<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Other			
<i>Please check if any of the following are applicable:</i>			
<input type="checkbox"/> Disabled Individual <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran			
<input type="checkbox"/> Spouse of Disabled Individual <input type="checkbox"/> Spouse of Deceased Veteran			

REFERRAL SOURCE

How were you made aware of this employment opportunity?

Internet (specify site): _____

Newspaper (Specify paper): _____

Employment Agency (List name): _____

Employee Referral (Provide name): _____

Community Agency Referral (Specify name): _____

Walk-In

City of Blaine Job Line

Friend

Other Source: _____

THIS FORM WILL BE SEPARATED FROM YOUR APPLICATION FORM.

City of Blaine

Employment Application Instructions

General Information

- **IMPORTANT! You must complete all parts of the application.** Read the job announcement carefully before completing the application materials. Announcements may contain special instructions and requirements.
- ***For position applications that require the completion of a supplemental application,*** your score will be determined by an evaluation of the job related experience and training you describe on the application form and the supplemental application form. **Furnish complete information** so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for employment in the position you seek.
- If your application is incomplete or does not clearly show the experience and/or training required, your application will be rejected.
- Resumes may be submitted with the application but not in lieu of a completed application.
- Submit a separate application for each job. Type or print clearly in dark ink. Legible photocopies are accepted.
- Your application and all attachments become the property of the City of Blaine and will not be returned. Keep a copy of your completed application.
- We cannot be responsible for failure of other agencies or postal services to forward applications by the deadline. Applications will not be accepted past the application deadline as listed on the job announcement.

Complete this form if you are applying for the Park Attendant position.

Candidate Name _____

Park Attendant 2010

SUPPLEMENTAL APPLICATION - CITY OF BLAINE

**POSITION: TEMPORARY Park Attendant
Lakeside Commons Park**

TO ALL JOB APPLICANTS: Completion of this supplemental application is required as part of the City's employment process in order to more accurately evaluate your qualifications for the position of Temporary Park Attendant. Attach additional pages if necessary.

Blaine Parks and Recreation provides concessions and boat rental to the public. This position will be assisting with park maintenance which includes; general trash pick-up, restocking toiletries, and contacting public works for bigger clean-ups.

A1. Describe your experience related to parks, customer service, and cleaning.
Be specific: number of years, how frequent and in what capacity, etc.

B2. Describe your experience related to leading or supervising stores or buildings.
Be specific: number of years, how frequent and in what capacity, etc.

C3. Describe your experience with canoeing, kayaking, concessions, and beaches.
Be specific: number of years, how frequent and in what capacity, etc.

D4. List any education, training or certifications you have related to this position. _____

E5. What other experience do you have that we should know about as we consider you for this position?

**THE CITY OF BLAINE, MINNESOTA
ANNOUNCES OPENINGS FOR
Part-time Temporary Park Attendant - Lakeside Commons Park**

SALARY

\$8.00 to \$10.00 per hour depending upon qualifications and experience. No benefits.

SCOPE OF JOB

Under administrative direction of Recreation Supervisor, the Park Attendant is responsible for rental of canoes and kayaks, concessions, and cleaning the bathhouse, boathouse, and Lakeside Commons Park. Works hours for the boathouse are Sunday – Saturday 11:30 a.m. – 6:30 p.m., scheduled hours may vary depending upon availability. Employees will be expected to work 15-30 hours per week. Dates of employment would be May 25 – August 29.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversee the rental of boathouse equipment (boats, paddles and life jackets) ensuring proper check-out and return procedures are followed.
2. Responsible for properly maintaining all boathouse equipment.
3. Manage, inventory and maintain concession supplies.
4. Operate and manage the cash register, make change as necessary, balance on a daily basis.
5. Provide assistance and customer service to the public.
6. Maintain a general awareness of overall safety of the park, requesting assistance if needed.
7. Complete necessary paperwork and forms in a timely manner.
8. Attend required staff trainings and meetings.
9. Keep supervisor up-to-date on needed supplies and issues/concerns.
10. Perform other duties as assigned.

These examples are intended only as illustrations of various types of work performed, and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to work independently with little supervision.
2. Ability to keep accurate paperwork.
3. Ability to keep park, boathouse, and supplies orderly.
4. Ability to establish and maintain effective working relationships with City staff and the general public.
5. Ability to work with diverse populations.
6. Ability to demonstrate leadership skills.
7. Ability to maintain a positive public image and represent the City of Blaine.
8. Ability to make decisions using judgment and discretion in accordance with established policies and procedures.
9. Ability to adhere to, follow and oversee proper safety procedures and respond appropriately.

MINIMUM QUALIFICATIONS

1. Must be at least 18 years of age or older.
2. Ability to provide own reliable transportation.
3. Ability to communicate effectively in English both orally and in writing.

DESIRABLE QUALIFICATIONS

1. First Aid Training or certification.
2. Prior retail experience including working with a cash register and providing customer service.

APPLICATIONS

Application materials can be obtained at the Park and Recreation Department at Blaine City Hall, 10801 Town Square Drive, Blaine, MN 55449, (763) 785-6154, or www.ci.blaine.mn.us. Applications must be received by 4:30 PM, Friday, March 19, 2010.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Blaine is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.