



**CITY OF APPLE VALLEY  
HUMAN RESOURCES**

7100 147th Street West  
 Apple Valley, Minnesota 55124  
 Job Hotline: (952) 953-2488 Phone: (952) 953-2500  
 Fax: (952) 953-2486  
 www.cityofapplevalley.org

Date Received:
INTERNAL OFFICE USE ONLY

**APPLICATION FOR EMPLOYMENT**

**WELCOME!**

The City of Apple Valley appreciates your interest in a position with the City. The City of Apple Valley is committed to a policy of equal opportunity in employment without regard to race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission and any other category protected by law.

Data provided on your application will be reviewed by various personnel within the City of Apple Valley for the purpose of assessing your qualifications for employment.

Please read the "Notice to Applicant" included with this application for important information concerning your application. **Information requested on the application that is defined by state law as public may be released upon request.** Please furnish complete information as outlined in this application. Failure to provide the data required may result in rejection of your application.

Persons with disabilities who wish to apply for employment with the City of Apple Valley and need reasonable accommodation in the application process may contact the Human Resources Office at the address/phone number listed above.

**• PLEASE PRINT IN INK OR TYPE •**

Name (Last)	(First)	(Middle)	Social Security Number. (Optional)
Street Address		City/State/Zip Code	Home Phone:
			Work Phone:
			Cell Phone:
			E-mail:

Position(s) for which you are applying (be specific): \_\_\_\_\_ Date: \_\_\_\_\_

Are you willing to work (may mark more than one): \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time \_\_\_\_\_ Seasonal

Date Available: \_\_\_\_\_ Pay Desired: \_\_\_\_\_

Have you worked for the City of Apple Valley before? \_\_\_ Yes \_\_\_ No If yes, when and in what position? \_\_\_\_\_

Are you under 18 years of age? \_\_\_ Yes \_\_\_ No Are you willing to work overtime if necessary? \_\_\_ Yes \_\_\_ No

Are you a United States citizen or otherwise legally eligible to work in the United States? \_\_\_ Yes \_\_\_ No

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

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## EDUCATION / TRAINING

Types of School	Name and Address of School	Dates attended		Diploma, Degree, Certificate or Credits Earned	Major	Did you graduate?
		From (mo/yr)	To (mo/yr)			
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: \_\_\_\_\_

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## 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 <u>Active Duty</u>	
	From _____	To _____
	Rank at Discharge	
	Type of Discharge	Date of Final Discharge

## LICENSES

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

Do you have a valid driver's license?  Yes  No State of Issue \_\_\_\_\_

Driver's License No. \_\_\_\_\_ Class \_\_\_\_\_

Expiration Date \_\_\_\_\_ Endorsements \_\_\_\_\_

**OTHER REGISTRATIONS, LICENSES, CERTIFICATES.** If relevant, list other registrations, licenses or certificates you have. Include date first issued and expiration of current issuance.

Registrations, Licenses, Certificates	Date Issued	Expiration Date

## EMPLOYMENT HISTORY

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. **Complete all sections thoroughly.** A resume is welcome as a supplement to this application, but not accepted in lieu of completion of the application. **Do not refer to resume in lieu of completing any section. Incomplete applications will not be considered.**

Present or Last Employer		Address	City/State/Zip
Dates employed From (mo/yr)                      To(mo/yr)		Job Title	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why?
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary		Hours worked per week	
Supervisor's Name and Title		Phone No. (    )	Last pay rate
Reason for leaving. If still employed, reason for seeking position for which you are currently applying.			
Specific duties			

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

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

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

**OTHER: Please account for any periods of unemployment of at least 30 days and/or part-time employment not listed above.**

**Have you ever been involuntarily terminated from employment?**  Yes  No  
If yes, state name and address of company and reason for termination.

# SEASONAL EMPLOYMENT

Complete this section if you are applying for a seasonal position.

## QUALIFICATIONS FOR THE POSITION

Answer only those sections relevant to your application for a seasonal position with the City of Apple Valley

**RECREATION POSITION APPLICANTS:** List applicable courses and/or experiences which qualify you for the position:

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**LABOR/MAINTENANCE APPLICANTS:** List applicable courses and/or experiences which qualify you for the position for:

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**W.S.I. AND LIFEGUARD APPLICANTS:** List applicable courses and/or experiences which qualify you for the position:

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Place an "X" in the blank indicating your current certification and the expiration date of the certification. Circle the type of lifeguard training you received.

		Expiration Date
___ First Aid		_____
___ Lifeguard Training:	Ellis    Red Cross    YMCA	_____
	Other: _____	
___ WSI		_____
___ CPR/PR		_____

**OTHER APPLICANTS:** List applicable courses and/or experiences which qualify you for the position for which you are applying: \_\_\_\_\_

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## ADDITIONAL INFORMATION

**START/END DATE:** List first and last dates you are available to work on a regular basis: Start Date \_\_\_\_\_ End Date \_\_\_\_\_

**DAYS/HOURS AVAILABLE:** Indicate days of the week you are available to work. List hours of availability below each day.

**Days:**        MONDAY        TUESDAY        WEDNESDAY        THURSDAY        FRIDAY        SATURDAY        SUNDAY

**Hours:**    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_    \_\_\_\_\_

**PLANNED VACATION / UNAVAILABLE FOR WORK:** List the dates of your planned vacation or other unavailability to work:

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**PROVIDE ADDITIONAL INFORMATION,** if any, the City of Apple Valley should be aware of in considering your employment:

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## CRIMINAL HISTORY BACKGROUND CHECKS

The City of Apple Valley conducts criminal history background checks on all employees. All offers of employment are contingent upon the successful completion of a full background check, including a criminal history background check.

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 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) 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.

## 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 will disqualify me from further consideration for employment and will be considered justification for immediate 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 none of the statements made in this application are intended to be, nor should be construed as a contract between the City and myself.

I hereby authorize persons, schools, my current employer, previous employers and organizations named in this application to provide any and all information regarding my employment, also any other information, whether personal or otherwise that may or may not be on record.

I authorize my previous employers to release written employee evaluations and my written response, if any, written disciplinary warnings and actions in the five years before the date of the authorization and my written response, if any, and the written reasons for the separation from employment.

I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information.

The City of Apple Valley has the right to verify all information provided in this application, and to request information concerning my application and I release all parties from any and all liabilities and claims for damages whatsoever that may result therefrom.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## CONFIRMATION OF RECEIPT OF APPLICATION

### COMPLETE THIS SECTION TO SPECIFY METHOD OF CONFIRMATION THAT YOUR APPLICATION HAS BEEN RECEIVED:

You may choose to be notified by email or fax that Human Resources has received your application. If no method is indicated, no confirmation will be provided. Please indicate your preference for method of notification here:

**Select a method to receive notification that your application has been received:**

EMAIL: E-mail address: \_\_\_\_\_

FAX: Fax number: \_\_\_\_\_

***Confirmation will not be made by phone.***

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### Thank you for your application.

If you are a veteran claiming veteran's preference, complete **VETERAN'S PREFERENCE** section and return with your application.

Please read and retain **DATA PRACTICES ADVISORY** and **INFORMATION FOR APPLICANTS** found at the end of this application form.

PLEASE NOTE: Some vacancies require submission of an addendum with your application in order to be considered. Please review the vacancy announcement or call the Job Line to determine if an addendum is required for the position for which you are applying. Applications submitted without an addendum, when one is required, will be deemed incomplete and will not be considered.

**VETERAN'S PREFERENCE**

**COMPLETE THIS SECTION ONLY IF YOU ARE A VETERAN AND CLAIMING VETERAN'S PREFERENCE:**

You must submit a photocopy of your DD214 or other military documents to substantiate the service information requested on this form. Disabled veterans must also supply form FL802 or an equivalent letter from a service retirement board. Spouses applying for preference must supply their marriage certificate, the veteran's DD214, and the veteran's FL802 or death certificate. Claims not accompanied by proper documentation will not be processed.

The City of Apple Valley awards preference points to qualified veterans and spouses of deceased or disabled veterans. Five (5) preference points are granted for non-disabled veterans on open vacancies. Ten (10) points are granted if the veteran has a permanent service-connected compensable disability as certified by the Veterans Administration.

To qualify for preference, you must have served on active duty in any branch of the Armed Forces of the United States for 181 consecutive days or more, have been honorably discharged, and be a citizen of the United States. Veteran's preference 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.

Claims must be made on this form and submitted with your application by the application deadline of the position for which you are applying. If your DD214 or other supporting documentation is submitted to the Human Resources Department separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

\_\_\_\_\_  
Print Name (Last) (First) (Middle) Position for which you are applying

\_\_\_\_\_  
Address Phone Number

Are you a United States citizen? \_\_\_Yes \_\_\_No

**Active Duty Information** (A photocopy of your DD214 form must accompany this claim sheet):

Have you (or your disabled or deceased spouse) served on active military duty without interruption for 181 days or more?  
\_\_\_Yes \_\_\_No

**For Disabled Veterans** (A letter from VA as proof of disability must accompany this claim sheet):

Permanent? \_\_\_Yes \_\_\_No Currently existing? \_\_\_Yes \_\_\_No Percentage of service-connected disability: \_\_\_%

**For Spouses of Disabled Veterans:**

Have you remarried? \_\_\_Yes \_\_\_No If "yes", you are not eligible for veteran's preference.

**AFFIDAVIT:** I hereby claim veteran's preference for this vacancy and certify that all the information given is true, complete and correct to the best of my knowledge.

I hereby authorize the Veterans Administration to release information necessary to process this application to the City of Apple Valley Human Resources Department.

\_\_\_\_\_  
Signature Date

**RECRUITMENT INFORMATION**

**PLEASE COMPLETE THIS SECTION TO HELP US DETERMINE THE MOST EFFECTIVE RECRUITMENT METHODS**

**Please tell us how you learned about this position:**

- |   |   |
|---|---|
| <input type="checkbox"/> Newspaper ( <i>please specify</i> ):<br>_____      | <input type="checkbox"/> City of Apple Valley employee  |
| <input type="checkbox"/> City of Apple Valley web site                      | <input type="checkbox"/> Minnesota Workforce Center   |
| <input type="checkbox"/> Other web site ( <i>please specify</i> ):<br>_____ | <input type="checkbox"/> University, College, technical or high school<br>( <i>please specify</i> ):<br>_____ |
| <input type="checkbox"/> City of Apple Valley bulletin board posting        | <input type="checkbox"/> Other ( <i>please specify</i> ):<br>_____  |

# DATA PRACTICE ADVISORY

## NOTICE TO APPLICANT

### ***Please read and keep this important information.***

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01 – 13.90) has two sections that affect applicants seeking employment with the City of Apple Valley.

First, under “Rights of Subjects of Data,” (MN 13.04) when an applicant is asked to provide personal data, 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 consequence 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 “Personal Data” (MN Statute 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 public:**

- Your name;
- Your city and county of residence;
- 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 and job description;
- The dates of your first and last employment with us;
- The status of any complaints or charges against you while you work for the City of Apple Valley, whether or not they 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;
- Honors and awards you have received;
- Payroll time sheets 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 date would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience; 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 listed above is private data. This private data will be available to you and to those members of City staff needing it to process City records. 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 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 to 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 yourself is voluntary.

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

**NOTICE TO MINORS:** Minors from whom private 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 Apple Valley Human Resources Department at: Municipal Center, 7100 147th Street West, Apple Valley, MN 55124. This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practice Act.



# INFORMATION FOR APPLICANTS

*Please read and keep this information.*

## HOW TO APPLY

Application forms may be obtained:

- Download from [www.cityofapplevalley.org/employment](http://www.cityofapplevalley.org/employment)
- In the Human Resources Department
- By calling 952-953-2500
- Email: [hr@ci.apple-valley.mn.us](mailto:hr@ci.apple-valley.mn.us)

Application, Veteran's Preference form, and addendum, when required, must be received in Human Resources by the stated application deadline. **Incomplete applications and applications received after the deadline will not be considered.**

Resumes may be included with the application materials, but will not be accepted in lieu of a completed application.

Applications received for positions not currently posted will be kept on file for one year. Applicants on file will be considered for posted positions in their stated area of interest.

## RECRUITMENT STATUS UPDATES

Applicants may be notified when Human Resources has received the application, if requested on the application. Indicate your preferred method of notification on the application form.

Recruitment status updates and vacancy announcements are available on the **Job Hotline: 952-953-2488**.

Vacancy announcements are posted on the City's web site: [www.cityofapplevalley.org/employment](http://www.cityofapplevalley.org/employment).

Confirmation of receipt of application and recruitment status updates are not available to individuals by phone.

## APPOINTMENT

The City Council of the City of Apple Valley is the appointing authority for the City of Apple Valley. All offers of employment are contingent upon approval by the City Council.

## PROBATION

Appointments are subject to successful completion of an established probationary period.

## VETERAN'S PREFERENCE

The City of Apple Valley awards preference points to qualified veterans and spouses of deceased or disabled veterans.

To qualify for preference, you must have served on active duty in any branch of the Armed Forces of the United States for 181 consecutive days or more, have been honorably discharged, and be a citizen of the United States.

Veteran's preference 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.

Complete the Veteran's Preference form included in the employment application to claim veteran's preference.

## BACKGROUND INVESTIGATION

Offers of employment are contingent upon successful completion of a background investigation.

The background investigation may include any combination of the following:

- Verification of employment history, education, and references; Criminal history check; Driving record check; Credit check; Physical examination; Drug test.

## EQUAL EMPLOYMENT OPPORTUNITY

The City of Apple Valley will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, status with regard to public assistance, or membership or activity in a local commission.

## ACCOMMODATION

Upon request, reasonable accommodation will be provided to allow individuals with disabilities to participate in City of Apple Valley services, programs and activities.

Persons with disabilities who wish to apply for employment with the City of Apple Valley and need reasonable accommodation in the application process may contact the Human Resources Office.

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### **Benefits for Regular, Full-time Employees of the City of Apple Valley include the following:**

- 15 days paid time off per year
- 11 paid holidays per year
- Employer contribution to employee health, dental and life insurance
- Employer contribution to employee disability insurance
- Pension plan (employer/employee contributions)
- Optional deferred compensation plan
- Tuition reimbursement
- Free on-site fitness room
- Tax-free health care spending account
- Tax-free daycare spending account
- Employee assistance program
- Other optional benefits available

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### **COLLECTIVE BARGAINING AGREEMENTS MAY VARY FROM THE ABOVE.**

**THE ABOVE IS FOR INFORMATION ONLY AND IS SUBJECT TO CHANGE OR REVOCATION WITHOUT NOTICE.**

**THIS INFORMATION DOES NOT CONSTITUTE AN EMPLOYMENT CONTRACT, EXPRESSED OR IMPLIED.**

City of Apple Valley Human Resources Department  
7100 147<sup>th</sup> St. W.  
Apple Valley, MN 55124

**Job Hotline: 952-953-2488 Phone: 952-953-2500 Fax: 952-953-2486 Web site: [www.cityofapplevalley.org](http://www.cityofapplevalley.org) Email: [hr@ci.apple-valley.mn.us](mailto:hr@ci.apple-valley.mn.us)**