



INTERNATIONAL FALLS POLICE

Law Enforcement Center
715 4th Street
Intl Falls, MN 56649
Phone (218) 283-4416
Rich Mastin
Chief of Police

PART-TIME POLICE OFFICER

The City of International Falls, MN is establishing an employment eligibility list for the position of part-time patrol officer. Part-time officers starting hourly rate is currently \$24.51. The department consists of 12 full time sworn officers and 1 civilian. We currently have one full time officer assigned to a task force.

Applicants must be POST Licensed eligible by the time of hire. Candidates must successfully pass each of the following exam components: Oral Evaluation, Background, Psychological, Physical Examination and Drug Screening.

Qualified candidates may obtain an application at the Koochiching County Law Enforcement Center or from the city's website at www.ci.international-falls.mn.us.

A completed application, resume and cover letter will be accepted in person, by mail to the International Falls Police Department 715 4th Street, International Falls, MN 56649. Or by email at richm@ci.international-falls.mn.us.

Data Authorization Release Form

I, _____ am an applicant for a position with the International Falls Police Department.

I hereby authorize the Chief of the International Falls Police Department and/or his designee to procure any and all information, oral and written, that may be required in connection with my employment application. I fully understand that the information required may include, but not be limited to, data reflected on or related to my education, employment, military, financial, arrest/conviction records, and any video and audio recordings concerning me. I further authorize the Chief and/or his designees to conduct a background investigation into my personal history.

I fully understand that the above-referenced background investigation may entail the solicitation of information from, and may include contact with the Social Security Administration, all former and current employers, academic institutions, military agencies, financial institutions, law enforcement agencies, friends, relatives, and former and current neighbors.

I hereby consent to the release of any and all data, oral or written, regarding me that may be required by the Chief of the International Falls Police Department and/or his designee and hereby expressly release any party providing said data from any and all liability. I further waive my right to have certain data protected from disclosure under any and all Federal or state statutory provisions to the extent I am authorized to do so.

I hereby authorize and grant my informed consent to permit you to make photocopies for the Chief of the International Falls Police Department and/or his designee of data that concerns me and is in your possession.

In giving my consent, I understand that the data gathered shall be used for the limited purpose of evaluating my application with the International Falls Police Department. Upon collection, the data shall be subject to classification under the Minnesota Data Practices Act and, if classified as public, may be subject to release by the International Falls Police Department without my consent.

The law enforcement agency requesting the information pursuant to this release may discontinue processing my application if you refuse to disclose the information requested.

The original or copy of this authorization reflecting my signature is valid for a period of one year from the date below. I reserve the right to cancel this authorization prior to expiration by providing written notice to you and the law enforcement agency where I applied.

Applicant's Printed Full Name

Applicant's Signature

Dated

Data Practices Form
City of International Falls Advisory for Application

This application is to assist the International Falls Police Department in determining whether to select you for employment as a peace officer.

Certain information requested on the application is classified as private data under the Minnesota Government Data Practices Act (MGDPA) Minn. Stat. Ch. 13.01 and may be released only to you, to those in appointing authority whose jobs reasonably require access to the data, to those authorized by state and federal law to have access to the data and to those for whom you provide a written informed consent authorizing disclosure. The public data you supply is available to anyone who requests it.

Before you are certified as eligible for appointment or considered as a finalist for the position, the following information on the form is private: your name; your address; your telephone number; your eligibility for licensure as a peace officer; and your status with respect to peace officer licensure. When you are certified as eligible or considered as a finalist, your name becomes public. For this purpose, the MGDPA defines a finalist as an individual who is selected to be interviewed prior to selection.

You are not legally required to provide any of the requested information. However, if you do not do so, we will not be able to process your application or consider you for appointment to a position.

We ask for this information for the following reasons.

1. To distinguish you from all other applicants and identify you in our personnel files;
2. To enable us to verify that you are the individual who takes the exam;
3. To enable us to contact you when additional information is required, send you notices and/or schedule you for interviews;
4. To determine if you meet the minimum peace officer licensing requirements;
5. To determine whether or not your criminal conviction record may be a job-related consideration affecting your suitability for the position for which you applied;
6. To enable us to ensure your rights to equal opportunities and to meet affirmative action goals;
7. To meet federal and Minnesota Police Officer Standards and Training Board reporting requirements; and
8. To make processing more efficient.

I have read and understand the information stated above.

Signature _____ Date _____



CITY OF INTERNATIONAL FALLS

Police Department

715 4th Street

International Falls, MN 56649

The City of International Falls is an equal opportunity employer.

EMPLOYMENT APPLICATION

Check one or both

Full-time employment Part-time employment

PERSONAL

Name _____
(Last) (First) (Middle)

Address _____
(Street) (City) (State) (Zip)

Telephone () _____ Social Security # _____ - _____
(Area Code)

Are you a U.S. citizen? Yes No Are you a U.S. military veteran? Yes No

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

Driver's license # _____ State of issue _____

Are you currently licensed as a police officer? Yes No

Will you be eligible to be licensed as a MN police officer prior to appointment? Yes No

Do you have a high school degree or an equivalent certificate? Yes No

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	ADDRESS	DEGREE, DIPLOMA CERTIFICATE/HONORS
HIGH SCHOOL			
COLLEGE/ UNIVERSITY			
OTHER			

Do you have 10 (ten) years or more experience in the City of International Falls Police Department? Yes No

If no, do you have 10 (ten) years or more experience in a comparable size community within the State of Minnesota? Yes No

EMPLOYMENT HISTORY (List most recent first) with comparable size community			
Name of employer _____			
Address _____			
	(Street)	(City)	(State) (Zip)
Supervisor and title _____		Your title _____	
Employed from _____	to _____	Work performed _____	
Explain why comparable _____			
Reason for leaving _____			

Name of employer _____			
Address _____			
	(Street)	(City)	(State) (Zip)
Supervisor and title _____		Your title _____	
Employed from _____	to _____	Work performed _____	
Explain why comparable _____			
Reason for leaving _____			

Name of employer _____			
Address _____			
	(Street)	(City)	(State) (Zip)
Supervisor and title _____		Your title _____	
Employed from _____	to _____	Work performed _____	
Explain why comparable _____			
Reason for leaving _____			

WORK RELATED REFERENCES — (Not mandatory, voluntarily only)			
Name	Relationship	Home Phone	Work Phone

I certify that the answers given by me in this application are correct to the best of my knowledge. I understand that any falsification of this application, whether willingly or accidental, is grounds for disqualification from employment consideration, or dismissal from employment if I am hired. I authorize International Falls Police Department to contact any and all of the references I have listed above to obtain previous employment information or any other pertinent information they make available. I release the above references from any and all liability for any damages that may result from information collected by the International Falls Police Department.

Applicant's Signature _____ **Date** _____

CITY OF INTERNATIONAL FALLS POLICE DEPARTMENT

715 4th Street
International Falls, MN 56649

In your own handwriting:

Describe why you seek employment with the International Falls Police Department.

Describe the qualities, skills, abilities, and other traits you possess that would prove beneficial to the International Falls Police Department. Include professional trainings and certifications as well as personal assets.

Attach additional sheets as needed

Employment Application Instructions

CITY OF INTERNATIONAL FALLS
POLICE DEPARTMENT
Law Enforcement Center
Attn: Chief of Police
715 4th Street
International Falls, MN 56649

Unless otherwise directed, type or print clearly, and give complete and accurate information. Provide as much information as space permits. You may continue your response on additional sheets of paper, if necessary. Falsification of this application constitutes grounds for disqualification from employment consideration, or dismissal from employment, if hired. Successful applicants will be tested at the Koochiching County Law Enforcement Center.

Please make sure you've completed the following before returning your application.

1. Review, sign, and date the "Data Practices Form"
2. Review, Sign and "Data Authorization Release Form"
3. Complete, sign and date "City of International Falls Employment Application"
4. Complete Veteran's Preference form if applicable.
5. Include resume with your application forms.
6. Return all completed forms to the Chief of Police

If you have questions, please call the International Falls Chief of Police, at (218) 283-4416.