

**The City of International Falls
Invites applications for position of MAINTENANCE WORKER I**

This full-time position performs a variety of semi-skilled and skilled maintenance work in the construction, operation, repair and maintenance of the City's water, sanitary, and storm sewer systems, parks, buildings, and streets. Operates a variety of light equipment and hand tools. The full-time hourly wage range for the position in 2019 is \$19.17 to \$27.39, with benefits per the union collective bargaining agreement. Minimum qualifications require a High School Diploma or GED; Shall have a valid MN Driver's license; Shall be required to obtain a Class B Commercial Driver's license within 6 months following date of employment; Shall be required to obtain a Class D water license and a sewer collection license not more than two (2) years from meeting the minimum requirements to take the test; Shall have a minimum of one-year experience with maintenance, repair, custodial, or public works experience; Shall be required to obtain and maintain a MN Special Engineer Boiler License; Shall reside within the 15 minute response area of respective workplace. Ability to perform all physical aspects of the position; and satisfactorily complete a background investigation.

APPLICATION PACKETS FOR THIS POSITION WILL BE DISTRIBUTED AND COLLECTED BY THE LOCAL OFFICE OF THE MINNESOTA WORKFORCE CENTER.

APPLICATION PACKETS **WILL NOT** BE AVAILABLE FOR EITHER DISTRIBUTION OR COLLECTION FROM CITY OFFICES. Additional information is available from Betty Bergstrom, Deputy City Administrator, at phone number (218) 283-7984.

CONTACT FOR APPLICATION PACKET INFORMATION:

Minnesota Workforce Center
Rainy River Community College
Room SC 128
1501 Hwy 71
International Falls, MN 56649
Phone (218) 283-9427

Office Hours: Monday - Friday, 8:00 A.M. to 4:30 P.M.

APPLICATION DEADLINE: Thursday, August 1, 2019 at 4:00 P.M.

Advertise Dates:	Saturday, July 6, 2019	The Journal
	Saturday, July 13, 2019	The Journal
	Wednesday, July 17, 2019	The Journal

CITY OF INTERNATIONAL FALLS

POSITION:	MAINTENANCE WORKER I
POSITION DESCRIPTION:	Perform a variety of semi-skilled and skilled maintenance work in the construction, operation, repair and maintenance of the City's water, sanitary and storm sewer systems, parks, buildings, and streets. Operate a variety of light equipment and hand tools. Work shall be completed in a professional, "workman-like" manner. All conduct must be safe and courteous. Performs related work as apparent or assigned and at all times provides safe, high quality services to the public and other departments as needed.
HOURS & WAGES:	Regular workweek, for most Public Works employees will be Monday through Friday from 7:00 A.M. to 3:30 P.M with one-half (1/2) hour unpaid lunch. The alternate workweek, for those employees designated by the appropriate supervisor, will be Tuesday through Saturday from 7:00 A.M. to 3:30 P.M with one-half (1/2) hour unpaid lunch. The full-time hourly wage range for the position in 2019 is \$19.17 to \$27.39, with benefits per the union collective bargaining agreement.
STATUS:	Full-time, non-exempt, member of International Union of Operating Engineers, Local # 49, Public Works and Administrative Office Staff.
SUPERVISION:	Supervisor: The Street/Water Commissioner or appointed designee. Supervision Exercised: None
ESSENTIAL FUNCTIONS:	To perform this job successfully, an individual must be able to perform each essential function satisfactorily. <ol style="list-style-type: none">1. Shall be able to repair, replace and maintain all areas of the water distribution system, sanitary and storm sewer systems.2. Shall be able to read, repair, or replace water meters and other components.3. Shall be required to perform bituminous and concrete maintenance, repair and construction, and other general construction projects.4. Shall perform effective verbal, electronic, and written communication skills with attention to detail and follow-up.5. Shall be willing to learn and to safely maintain and operate various pieces of City equipment such as mowers, tillers, sprayers, spreaders, trucks, skid steer, jackhammer, chain saws, hand tools, and other equipment.6. Shall be able to drive dump trucks to haul material, plow snow, and salt/sand streets. May periodically operate heavy equipment.7. Shall perform maintenance on Public Works Department buildings and shop areas; may perform some welding, carpentry, painting, and plumbing on City buildings, fixtures, and/or equipment as needed.8. Shall perform preventative maintenance and minor repairs on department vehicles and equipment.

9. Shall be willing to work in all operational areas of the Public Works Department and cross-train in various positions/job classifications.
10. Shall be able to work independently with minimal supervision.
11. Shall perform various types of manual labor including (but not limited to) trash pick-up, janitorial duties, snow shoveling, ice removal, tree trimming, brush pick-up, and painting.
12. Shall be able to safely climb on the City's elevated storage tanks and perform maintenance work.
13. Shall participate in all required staff training programs to implement policies, maintain proper procedures, and ensure City and OSHA standards and safeguards are observed.
14. Shall be able to answer incoming radio calls, phone calls, and assist the public and utility customers, as needed and/or directed.
15. Shall be able to respond to operational emergencies including after work hours as needed.
16. Shall perform duties as described within the job description and all other duties as directed by his/her supervisor to ensure lawful compliance with all applicable laws, rules, and procedures and promote thorough, effective, and efficient public works operations.

**KNOWLEDGE, SKILLS
AND ABILITIES:**

The requirements listed below are representative of the knowledge, skill and/or ability required.

1. Flexibility and ability to work under changing priorities.
2. Considerable skill in the safe operation of motor vehicles and equipment.
3. Working knowledge of the principals of the repair and maintenance of tools, equipment, and small engines.
4. Knowledge of the methods, tools, materials, and equipment utilized in the area of assignment.
5. Knowledge of the work hazards and applicable safety precautions associated with the area of work assigned to comply with City and OSHA standards.
6. Shall have knowledge and working experience with concrete forming, finishing, and repair.
7. Shall have basic carpentry skills for construction, maintenance and repair of city facilities, parks, playgrounds and other recreation facilities.
8. Working ability to operate light equipment to maintain and repair streets, utilities, haul material, remove snow, clean streets, mow grass and apply salt and sand to urban and rural streets.
9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.
10. Ability to work independently.
11. Perform regular janitorial duties.
12. Ability to establish and maintain effective, team-focused, collaborative working relationships with co-workers and the public and communicate effectively.
13. Working ability to listen and speak effectively and follow oral and written instructions.

**MINIMUM
QUALIFICATIONS:**

1. Shall have a High School diploma or GED.
2. Shall be required to obtain a Class B Commercial Driver's license within 6 months following date of employment.
3. Shall be required to obtain a Class D water license and a sewer collection license not more than two (2) years from meeting the minimum requirements to take the test.
4. Shall have a minimum of one-year experience with maintenance, repair, custodial, or public works experience.
5. Shall be required to obtain and maintain a MN Special Engineer Boiler License.
6. Shall have basic computer skills.
7. Shall have the ability to perform all physical aspects of the position.
8. The candidate must satisfactorily complete a criminal background, credit and reference check process at City discretion.

**DESIRED
QUALIFICATIONS:**

1. Experience operating equipment in a street and/or underground utility maintenance operation.
2. Graduation from a Technical/Community College training program in a related field.

**WORK
ENVIRONMENT/PHYSICAL
REQUIREMENTS:**

1. Shall be required to work weekdays, weekends, and holidays, during day and/or nighttime conditions.
2. Ability to sit and/or stand for long periods.
3. Ability to speak and listen for extended periods to convey detailed and important instructions to others accurately.
4. Specific vision capabilities to include close vision and distance vision, depth perception, color perception, night vision, and the ability to adjust focus.
5. Work regularly requires use of hands to finger, handle or feel; stooping, kneeling, crouching or crawling; reaching with hands and arms; pushing or pulling and lifting; climbing and balancing; repetitive motions; and occasionally tasting or smelling.
6. Ability to perform heavy work requiring exertion up to 100 pounds of force rarely, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
7. Work requires preparing and analyzing written or computer data; visual inspection involving small defects and or parts; using devices and measuring; assembly and fabrication of parts within arm's length; operating machines, motor vehicles, and equipment; and observing general surroundings and activities.
8. Regularly requires working near moving mechanical parts and exposure to fumes and airborne particles and occasionally in confined spaces, high/low precarious places, exposure to toxic or caustic chemicals, and exposure to electrical shock.
9. Work is generally performed in a loud noise environment and locations, i.e., grounds maintenance, utility repair, heavy traffic, etc.
10. The employee may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment and gear.

11. The work regularly requires travel and exposure to outdoor weather conditions with frequent exposure to wet, humid conditions (non-weather related).
12. Capability to perform the essential functions of the position, with or without accommodation.



City of International Falls

Application For Employment

We welcome you as an applicant for employment. Your application will be considered with others for the position advertised. Qualified applicants are considered without regard to age, color, creed, disability, familial status, marital status, national origin, political affiliation, public assistance status, race, religion, sex, or sexual or affectional orientation. Failure to complete this application in its entirety will result in rejection of your application.

Position

Position You Are Applying For MAINTENANCE WORKER I	Available Start Date	Desired Pay
Employment Desired <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Seasonal/Temporary		

Personal Information

Name _____

Address	City	State	Zip
Phone Number	Mobile Number	Email Address	

Are you a U.S. Citizen? Yes No

Note: *If Selected For Employment You Shall Be Required To Submit to a Pre-Employment Drug Screening Test*

Employment History

(List either your last 4 employers and/or employment within the last 10 years. Start with present or most recent employer.)

Employer (1)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Employer (2)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Employer (3)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Employer (4)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Employer (5)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Employer (5)	Job Title		Dates Employed
Work Phone	Starting Pay Rate		Ending Pay Rate
Address	City	State	Zip

Education

School Name	Location	Years Attended	Degree Received	Major

Military

Complete this section if you served in the U.S. Armed Forces.

Branch of Service:

Rank at Discharge:

Describe your duties and any special training:

Other Certifications/Licenses/Trades

List other certifications, licenses, trades you possess.

References

Name	Title	Company	Phone

SUPPLEMENTAL APPLICATION FORM

City of International Falls Public Works Department
Maintenance Worker I

Applicant Name (please type or print full name) _____ Date _____

PART ONE GENERAL CONDITIONS (circle Yes or No as applicable)

1. Do you have a High School Diploma or GED? Yes or No

2. Do you have a valid MN Driver's license? Yes or No

3. I possess, or will obtain within the 90 working day probationary period, and maintain a Class B Commercial Driver's License.
Yes or No

4. The City of International Falls requires that public works department employees live within 15 minutes of their normal workplace. Do you live within 15 minutes of the City Garage located at 200 7th Street? Yes or No

If no, I shall move to within 15 minutes of the City Garage within the 90 working day probationary period.
Yes or No

5. Do you have at least one year experience in maintenance, repair, custodial, or public works experience? Yes or No

6. Have you reviewed both the written and physical job description, and to the best of your knowledge can you fulfill the requirements of both: Yes or No

PART TWO PREVIOUS EXPERIENCE (circle Yes or No as applicable)

7. Do you possess a Technical degree or certificate in a related field? Yes or No

If you answered yes, please list the specific degree or certificate and list the school from which you received the degree/certificate. If possible, include a copy of your certificate or degree.

Degree or Certificate: _____

Field: _____

Institution: _____

SUPPLEMENTAL APPLICATION FORM - CONTINUED
City of International Falls Public Works Department
Maintenance Worker I

8. Do you have water and waste water experience? Yes or No
If you answered yes, please explain.

9. Do you have experience in a municipal Public Works Department? Yes or No
If you answered yes, please explain.

SUPPLEMENTAL APPLICATION FORM - CONTINUED
City of International Falls Public Works Department
Maintenance Worker I

10. Please list your experience with the following jobs or use of equipment:

- Building maintenance

- Operation, repair, and maintenance of a water distribution system

- Operation, repair, and maintenance of sanitary sewer and or storm sewer system.

- Grounds maintenance and tree trimming

- Construction

- Blacktop or concrete repair

- Janitorial

- Computers

- GIS and or Asset Management

- Chainsaws and other power tools

- Tandem dump trucks

SUPPLEMENTAL APPLICATION FORM - CONTINUED
City of International Falls Public Works Department
Maintenance Worker I

11. List other street, park and or utility maintenance and repair equipment you are proficient with, and describe your experience with each:

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

13. Please list any special training and or licensure that you have related to this position.

14. (a) What do you think is the key to providing quality customer experience?

(b) Describe how you have demonstrated this in your past work history.

I certify that all answers to the above questions are true and I understand that any false information on or omission of information from this Supplemental Application Form shall be cause for rejection of my application or termination of my employment.

Applicant signature _____ **Date** _____

Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, 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 service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, 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 the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature 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 that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.447 and 197.455.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died on or as a result of active duty, 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 International Falls. Please contact our office at 218-283-9484 or your local County Veterans' Service Office at 218-283-1179, if you have any questions regarding veterans' preference.

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 "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING 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 "Member Copy 4" of your DD214 or other documentation verifying 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 "Member Copy 4" of your DD214, or other documentation verifying service, contact your County Veterans' Service Office.

The City of International Falls operates under a point preference system, which awards points to qualified veterans to supplement their application. 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, who died on active duty or as a result of active duty, 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 for the first promotion after securing employment with the City of International Falls.

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

VETERAN (10 points):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, must be submitted to receive points)

Honorably discharged veteran Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: _____%

Have you ever been promoted within the City of International Falls employment? Yes No

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

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty 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):

("Member Copy 4" of DD214 or DD215, or other documentation verifying service, and USDVA letter of disability rating decision of 10% or more 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 International Falls by the required application deadline.

Signature _____

Date _____

EMPLOYMENT CERTIFICATION

READ THE FOLLOWING WAIVER CAREFULLY
BEFORE SIGNING THIS APPLICATION

1. I have read and understand the job description and this application for the position for which I am applying.
2. I certify that all the information I have provided on this application is true and complete to the best of my knowledge. I understand that giving false information or omitting requested information may result in rejection of my application or dismissal if I am hired.
3. I, hereby, authorize the City of International Falls to verify this information to determine whether or not I am qualified for the position for which I am applying.
4. I, hereby, authorize all current and previous employers to release job related information upon the request of the City of International Falls.
5. I, hereby, authorize the City of International Falls to conduct a Criminal History Record Information check and have access to such records for purposes of determining my eligibility for employment with the City.
6. I understand that it is my responsibility to notify the City of International Falls, in writing, of any changes to information reported on this application.
7. I understand that this position requires pre-employment physical examinations and drug/alcohol tests. I consent to take the pre-employment physical examinations and drug/alcohol tests as may be required by the City of International Falls at such times and places as the City may designate. The City pays for the costs of the examinations and tests.
8. As part of this application, I, the undersigned applicant, do hereby, expressly and voluntarily release, relinquish, and forever discharge the City of International Falls, it's agents, officers, or employees, from any and all claims, demands or causes of action, including specifically, all acts of active or passive negligence on the part of the City, it's agents, officers, or employees, it being fully understood that I do, hereby, voluntarily assume all risks of whatever nature in connection herewith.

APPLICANT SIGNATURE

DATE

CITY OF INTERNATIONAL FALLS

TITLE

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY

Attention applicant: ***Keep your copy of this policy, which is attached at the back of this application packet.***

This is to affirm the City of International Falls' policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/ Affirmative Action laws, directives and regulations of Federal, State, and Local governing bodies or agencies thereof, especially Minnesota Statutes 363.

The City of International Falls will not discriminate against or harass any employee or applicant for employment because of age, color, creed, disability, familial status, marital status, national origin, political affiliation, public assistance status, race, religion, sex, or sexual or affectional orientation.

The City of International Falls will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The City of International Falls will commit the time and resources reasonably necessary, both financial and human, to achieve the goals of Equal Opportunity and Affirmative Action.

The City of International Falls will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this City who does not comply with the Equal Employment Opportunity policies and procedures as set forth in this statement and plan may be subject to disciplinary action.

No part of this program is to be construed as a contract between the City of International Falls and any individual employee. It does not describe in any way the terms and conditions of employment of City employees. Such terms and conditions are set forth in, and the employment relationship is governed by, applicable collective bargaining agreements, employment agreements, or the personnel code of the City.

The City of International Falls has appointed the City Administrator to manage the Equal Employment Opportunity/Affirmative Action program. The City Administrator's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action program, as required by Federal, State, and Local agencies. If any employee or applicant for employment believes he/she has been discriminated against, please notify the City Administrator, 600 4th Street, International Falls, MN 56649, or call (218) 283-9484.

EMPLOYMENT VERIFICATION INFORMATION

Attention applicant: **Keep your copy of this information sheet, which is attached at the back of this application packet.**

The U.S. Government requires all employers to verify new employees' eligibility for U.S. employment and their identity. The City of International Falls must decline to hire prospective employees if they fail to present adequate proof of their eligibility and identity.

As evidence of eligibility and identity, the government requires new employees to submit originals of one document from Group A or one document from each of Groups B and C.

IF YOU ARE HIRED BY THE CITY OF INTERNATIONAL FALLS, YOU MUST SUBMIT THE REQUIRED DOCUMENT(S) BEFORE YOU CAN BEGIN EMPLOYMENT. PLEASE BE PREPARED TO PROVIDE THESE DOCUMENTS WHEN REQUESTED BY THE CITY.

GROUP A

- United States passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with attached unexpired Employment Authorization
- Alien Registration Card with photograph

GROUP B

- A state issued driver's license or I.D. card with photograph, or information including name, sex, date of birth, height, weight, and color of eyes.
- Military Identification Card
- Other photo identification approved by the Attorney General

GROUP C

- Original Social Security Number Card (other than a card stating it is not valid for employment)
- A U.S. birth certificate issued by the state, county, or municipal authority bearing a seal or other certification
- Unexpired INS Employment Authorization

IMPORTANT FACTS ABOUT INFORMATION ON YOUR APPLICATION

This application is to assist in the process of referring you for possible employment. Certain information requested on the application is private; that is, it may be released only to you or to the agencies where you may be considered for employment (to comply with M. S. 13.43, Subd. 2). If you become employed by the City, the data will be available to the Department of Finance, the Internal Revenue Service, and the Social Security Administration for payroll and tax purposes. If you disagree with the data we have about you, notify the Director of Personnel by letter.

<u>Private Data</u>	<u>Why We Ask For It</u>	<u>Are You Legally Obligated To Provide it?</u>	<u>What May Happen If You Don't Provide It?</u>
Social Security Number	To distinguish you from all other applicants	No	In most cases, nothing. However, it will help to ensure that your records are accurate.
Name	To distinguish you from all other applicants.	Yes	Failure to provide information may be cause for rejecting an application.
Date of Birth (when requested on a separate form)	To conduct a check of criminal records for certain positions.	No	Failure to provide information may be cause for rejecting an application
Address	To be able to send you notices.	Yes	Failure to provide information may be cause for rejecting an application.
Home Telephone	To be able to contact you to determine availability for interview and to notify you when we need you to work on short notice.	No	We may not be able to employ you in certain jobs where you may be required to come to work on short notice.
Sex, Racial/Ethnic Group, Handicapped Status, Veterans Status (This information is requested on a separate form)	To be able to make Equal Opportunity reports as required by law.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.
Conviction Record	To determine whether we may legally accept an application from you and to determine whether you records may be a job-related consideration.	Yes	We will not be able to make determinations required by law. Failure to provide relevant conviction information may be grounds for dismissal.

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S.S.S. 43A.39.

In connection with this application for employment, I authorize the City of International Falls and any agent acting on its behalf to conduct an inquiry into any job-related information contained in this application, including, but not limited to, my records maintained by an educational institution relating to academic performance such as transcripts. Moreover, I hereby release the City of International Falls and any agent acting on its behalf from any and all liability of whatsoever nature by reason of requesting such information from any person.

YES YES, but not present employer until job is offered. NO (We may be unable to hire you without this information)

I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and understand the information below.

DATE _____

APPLICANT'S SIGNATURE _____

IMPORTANT FACTS FOR YOU TO KNOW CONCERNING YOUR APPLICATION

Minnesota law requires that you be informed of the purposes and intended uses of the information you provide to the City of International Falls during the application process or during employment.

Any information about yourself that you provide to the City of International Falls during the application process will be used to identify you as an applicant; to distinguish you from all other applicants; to enable us to contact you when additional information is required, send you notices and/or schedule you for interviews; to determine whether or not your conviction record may be a job-related consideration affecting your suitability for the position you applied for; and to assess your qualifications for employment with the City.

If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean that your application will not be considered.

You are hereby advised that, under Minnesota law, the following information about you must be made available to any member of the public who requests it:

veteran status	rank on eligibility list	education and training
relevant test scores	job history	work availability

Your name will not be made available to the public unless you are selected to be interviewed by the City.

Other information about yourself that you provide during the application process or during employment with the City is classified as private under state law, except as listed as public here or as listed in Minn. Stat. Ch. 13.01, et seq. That is, the information may not be provided to members of the public except:

- (1) persons authorized to have access to the information under state or federal law; and
- (2) persons authorized by court order to have access to the information; and
- (3) persons to whom you consent in writing to have access to the information.
- (4) All individuals in the City who need to know information will have access.

Materials submitted in support of an application are normally not returned. You should not submit an original document if it is your only copy.

I authorize investigation of all statements contained in this application for employment as may be necessary to arrive at an employment decision. I certify that all answers to the above questions are true and understand that any false information on or omission of information from this application will be cause for rejection of this application or termination of employment without notice or benefits.

APPLICANT'S SIGNATURE:

DATE:

EMPLOYMENT VERIFICATION INFORMATION

Attention applicant: Tear off and retain for your records

The U.S. Government requires all employers to verify new employees' eligibility for U.S. employment and their identity. The City of International Falls must decline to hire prospective employees if they fail to present adequate proof of their eligibility and identity.

As evidence of eligibility and identity, the government requires new employees to submit originals of one document from Group A or one document from each of Groups B and C.

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GROUP A

- United States passport
- Certificate of United States Citizenship
- Certificate of Naturalization
- Unexpired foreign passport with attached unexpired Employment Authorization
- Alien Registration Card with photograph

GROUP B

- A state issued driver's license or I.D. card with photograph, or information including name, sex, date of birth, height, weight, and color of eyes.
- Military Identification Card
- Other photo identification approved by the Attorney General

GROUP C

- Original Social Security Number Card (other than a card stating it is not valid for employment)
- A U.S. birth certificate issued by the state, county, or municipal authority bearing a seal or other certification
- Unexpired INS Employment Authorization

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION POLICY

Attention applicant: Tear off and retain for your records

This is to affirm the City of International Falls' policy of providing Equal Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/ Affirmative Action laws, directives and regulations of Federal, State, and Local governing bodies or agencies thereof, especially Minnesota Statutes 363.

The City of International Falls will not discriminate against or harass any employee or applicant for employment because of age, color, creed, disability, familial status, marital status, national origin, political affiliation, public assistance status, race, religion, sex, or sexual or affectional orientation.

The City of International Falls will take Affirmative Action to ensure that all employment practices are free of such discrimination. Such employment practices include, but are not limited to, the following: hiring, upgrading, demotion, transfer, recruitment or recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

The City of International Falls will commit the time and resources reasonably necessary, both financial and human, to achieve the goals of Equal Opportunity and Affirmative Action.

The City of International Falls will evaluate the performance of its management and supervisory personnel on the basis of their involvement in achieving these Affirmative Action objectives as well as other established criteria. Any employee of this City who does not comply with the Equal Employment Opportunity policies and procedures as set forth in this statement and plan may be subject to disciplinary action.

No part of this program is to be construed as a contract between the City of International Falls and any individual employee. It does not describe in any way the terms and conditions of employment of City employees. Such terms and conditions are set forth in, and the employment relationship is governed by, applicable collective bargaining agreements, employment agreements, or the personnel code of the City.

The City of International Falls has appointed the City Administrator to manage the Equal Employment Opportunity/Affirmative Action program. The City Administrator's responsibilities will include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of this Affirmative Action program, as required by Federal, State, and Local agencies. If any employee or applicant for employment believes he/she has been discriminated against, please notify the City Administrator, 600 4th Street, International Falls, MN 56649, or call (218) 283-9484.