January 14, 2020

To All Job Applicants:

Thank you for the interest you have shown in our Arborist/Parks Maintenance position. The following information must be completed and returned by 3:30 pm, March 30, 2020:

- City of Mounds View Application for Employment
- Attachment A – Veteran’s Preference Points Application
- Attachment B – Applicant Flow Survey
- Attachment C – Tennessen Warning
- Supplemental Questionnaire
- Background Release Forms (General Authorization and Release, Release of Predatory Offender Registration and Criminal History Data, and Release of Driver Information)

Once your application packet materials have been received and the application period has closed, your information will be reviewed and you will receive notification on whether you will continue on in the hiring process and/or receive an interview for the position.

Please submit the application packet materials to:

City of Mounds View – Public Works Department
Attn: Public Works Director
2466 Bronson Drive
Mounds View, MN 55112

Or

(763) 717-4049 (FAX)

Or
publicworks@moundsviewmn.org

The Public Works Arborist/Parks Maintenance position is considered non-exempt. The salary range is $26.95-$29.94 hourly.

Successful candidates must pass both the background check and a pre-employment drug screen/physical prior to beginning employment.
CITY OF MOUNDS VIEW
POSITION DESCRIPTION

Position Title: Maintenance Worker
Department: Public Works – Arborist / Parks Maintenance
Accountable to: Public Works Director
FLSA Status: Non-Exempt (Public Works Collective Bargaining Unit)

PRIMARY OBJECTIVE OF POSITION
To perform a wide variety of skilled and general maintenance work activities and functions including operating, maintaining, inspecting, and repairing the municipal infrastructure and equipment associated with the parks, urban forest drinking water supply, treatment, storage, and distribution system; wastewater collection system; stormwater conveyance, ponds, and treatment systems; streets, sidewalks, and trails; recreation facilities; and buildings and grounds.

Maintenance Workers are responsible for completing work assignments of an appointed maintenance subdivision and may perform work tasks of other subdivisions when assigned by the Public Works Superintendent, including participating in the Standby Duty and Call Back programs for after-hours and weekend maintenance, repairs, and emergencies.

SUPERVISION RECEIVED
Direct supervision is provided by the Public Works Superintendent.

SUPERVISION EXERCISED
May perform lead worker duties for a work crew of full-time and/or seasonal maintenance workers when assigned by the Public Works Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

All subdivisions:
- Participate in snow plowing and ice control operations on streets, trails, sidewalks, municipal parking lots, and municipal building entrances and walkways.
- Assist and participate in responding to emergencies affecting municipal infrastructure function including storm debris clean up, water and sewer pipe breaks, traffic control, flooding, and other urgent matters.
- Operate a variety of common industry and specialized vehicles, heavy and light equipment, machinery, and tools. Assist and participate in routine maintenance and repair of such vehicles, equipment, machinery, and tools. Clean and restore vehicles, equipment, and tools after use.
- Perform difficult and other routine manual labor during completion of work tasks and assignments.
- Troubleshoot, correct, and repair municipal infrastructure, equipment, and tools to ensure proper function and long-lasting performance in a cost effective manner.
- Execute work assignments including preparatory activities of fueling vehicles and equipment, purchasing materials and supplies, installing temporary traffic control and erosion/sediment control devices, and transporting materials and equipment to work sites.
- Document and record maintenance, inspections, repairs, installations, and other work activities in accordance with records retention schedules and department requirements.
• Participate in the Public Works “Standby Duty” and “Call Back” programs for after-hours and weekend maintenance, repairs, and emergencies.

• Assist and participate in essential duties of other subdivisions when assigned by Public Works Superintendent.

Parks:
• Perform turf maintenance and landscape duties in parklands and grounds including mowing and edging lawns and athletic fields, rough cutting, pulling weeds, grading, seeding and sodding, applying fertilizer and pesticides, mulching, watering plants and trees, sweeping, removing litter, trimming trees and shrubs, and clearing fallen trees, brush, leaves, and debris.
• Maintain and repair park and recreation facilities and equipment involving playgrounds, baseball and softball fields, tennis, basketball, and volleyball courts, athletic and security lighting, ice hockey and staking rinks, drinking fountains, fencing, site amenities, and other park equipment.
• Operate, maintain, and repair the park and grounds irrigation systems including setting clocks and controllers, adjusting and replacing broken heads and valves, and repairing irrigation line breaks.
• Perform janitorial and light building maintenance duties in park buildings and shelters including cleaning and sanitizing restrooms, stocking supplies, picking up litter, emptying trash containers, replacing light bulbs, painting, washing windows, and cleaning outdoor furniture.
• Participate in inspecting and diagnosing park and recreation facilities and equipment for unsafe and hazardous conditions. Take notice of park activities during work assignments that may cause harm to the public or park facilities. Remove graffiti and repair damage from acts of vandalism.

Forestry:
• Completes tree planting and re-forestation of City property as assigned. Thorough knowledge of procedures, polices, and practices of tree planting maintenance (wrapping, guying, watering, mulching, weeding), pruning, trimming, disease inspection removal requirements.
• Monitors and inspects diseased and hazardous trees in the community on both public and private property. Exhibits the knowledge and ability to identify Oak Witt, Emerald Ash Borer, Dutch Elm and other diseases and insects associated with native and exotic trees.
• Assists property owners by consulting on the health of trees on private property, answering questions both in person and verbally; conducts field inspections and diagnose plant health.
• Completes regular tree inventories of City Property and maintains accurate records relating to the City’s tree maintenance practices and inventory.
• Assist in making recommendations in updating or amendments to the City ordinance with regard to forestry issues.

OTHER DUTIES AND RESPONSIBILITIES
• Keep maintenance facility and work areas in a safe, clean, and organized condition.
• Attend and participate in internal and external safety and certification training.
• Oversee the work of seasonal maintenance workers while leading a work crew when assigned by the Public Works Superintendent and provide on-the-job training in completion of work duties.

MINIMUM QUALIFICATIONS**
Education and Experience:
• High School Diploma or GED and
• One year experience in general, skilled, or semi-skilled labor performing maintenance, repair, construction, or other similar job-related tasks on municipal infrastructure or operating motorized equipment for these activities; or any equivalent combination of education and experience.
• Associates degree in forestry, horticulture, natural resources or closely related field.
• Minimum two years’ experience within the park maintenance field with similar duties as listed in job description.
• Minimum two years’ experience in forestry horticulture, natural resources or closely related field.
• Minnesota Arborist Certification.

Licenses and Certificates:
• Possession of a valid Minnesota Class B commercial driver’s license with air brake endorsement; must obtain tanker endorsement within 6 months of employment.
• Current Minnesota Department of Agriculture Tree Inspector Certification.
• Minnesota Department of Agriculture Pesticide A&E applicators license (must obtain within 30 days of hire if not certified).

• Possession of a Water Supply System Operator Class D certificate issued by Minnesota Department of Health or obtains within 18 months of employment. Maintenance Workers appointed to the Drinking Water subdivision require a Class D certificate at time of employment and are required obtain a Class B certificate within 5 years of employment.
• Possession of a Wastewater Operator Class S-D certificate issued by Minnesota Pollution Control Agency or obtains within 18 months of employment. Maintenance Workers appointed to the Wastewater subdivision require a Class S-D certificate at the time of employment and must obtain a Class S-C certificate within 3 years of employment.

DESIRED QUALIFICATIONS

Education and Experience:
• Two years or more experience in general, skilled, or semi-skilled labor performing maintenance, repair, construction, or other similar job-related tasks on municipal infrastructure or operating motorized equipment for these activities.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:
• General principles and practices of municipal infrastructure operations and functions.
• Methods, techniques, and procedures for operating, maintaining, and repairing infrastructure of assigned subdivision, including purpose and proper use of equipment, tools, and materials.
• Proper safety precautions related to all work performed, including safe handling and application of chemicals used in work and stored on site.

Skill in:
• Operating hand and power tools, mechanical equipment, vehicles, and other heavy and light equipment commonly used for essential duties and responsibilities of assigned subdivision.
• Basic use of computers and software programs; experience with Microsoft Office Suite.
• Assessing in-field conditions and problems and determining workable solutions to resolve them with limited supervision.
Ability to:

- Work on-call and participate in rotating standby duty schedule.
- Work independently or on a team and complete daily work tasks and multi-day project assignments while meeting a work schedule.
- Perform difficult manual labor tasks including lifting heavy objects, stooping, bending, and twisting; including performing work tasks for extended periods of time and in adverse weather conditions.
- Learn how to perform general, skilled, and semi-skilled tasks in a variety of construction, maintenance, repair, and inspection activities; learn how to operate tools and equipment of other maintenance subdivisions.
- Read maps, construction and as-built drawings, tie sheets, and sketches.
- Keep accurate records of time sheets, work assignments, inspection and maintenance activities, repair materials, purchase receipts, and as-built information in hard copy and electronic formats.
- Obtain and keep current all licensures and certificates required for position.
- Make recommendations to Superintendent on operating and maintenance matters involving personnel, equipment, procedures, policies, etc. that will improve division functions.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including co-workers, other departments, other agencies, vendors, and the public.
- Communicate effectively, in English, both verbally and in writing.

TOOLS AND EQUIPMENT USED

- Common industry vehicles including snow plowing and dump trucks, utility and pickup trucks, aerial bucket truck, water tanker truck, and trailers.
- Common construction equipment including backhoe/loader, front-end loader, skid steer, steel drum roller, plate compactor, air compressor, concrete mixer, generator, concrete saw, jackhammer, welding machine, chop saw, milling machine, router, line striping, and air brush painters, trencher, trench box, and light towers.
- Specialized industry equipment including mechanical street sweeper, combination jetting/vacuum sewer cleaning truck, crack sealing kettle and distributor machine, asphalt hot box, trash pump, pneumatic post driver, jib crane, motorized valve wrenches, and other specialized equipment.
- Common turf and landscape maintenance equipment including push and riding mowers, all-terrain implement carriers, utility vehicles, sprayers, aerators, dethatchers, split seeder, line trimmer, leaf blower, chain saw, pole saw, and other machinery and implements.
- Common hand and power tools including hammers, electric drills, saws, shovels, rakes, lutes, wrenches, sanders, tampers, and pressure sprayers.
- Inspection, monitoring, and communication devices including utility line locater, gas detection device, CCTV robotic sewer camera, pole camera, laser level, mobile and 800-mHz radios, telephone, computer, copier, and SCADA (supervisory control and data acquisition) system.
- Office tools and equipment including telephone, copier, personal computer, calculator, mobile radios, and 800-mHz radios.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described herein are representative of those physical demands that must be met by an employee to successfully perform the essential functions of this job and work environment characteristics an employee encounters while performing essential functions of the job. Reasonable accommodations may be made to enable
individuals with disabilities to perform the essential functions.

Physical Demands:
While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, and operate objects, tools, or controls. The employee is frequently required to stand, walk, sit, climb, balance, stoop, kneel, crouch, crawl, reach, talk, and hear. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The employee must have a sense of smell.

Work Environment:
While performing the duties of this job, the employee regularly works in outside weather conditions year round. The employee frequently works near moving mechanical parts and equipment and is exposed to vibration and wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

SELECTION GUIDELINES
Formal application, resume and cover letter: rating of education/training and experience; oral interview, job related test, reference checks, and hiring assessments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

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 requirements of the job change.

Approval: ________________________  Approval: ________________________
Mayor  City Administrator

Effective Date: February 12, 2018
Revised: January 13, 2020

Hay: points
APPLICATION FOR EMPLOYMENT

CITY OF MOUNDS VIEW
ATTENTION: HUMAN RESOURCES
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 55112

An Equal Opportunity/Affirmative Action Employer

The City of Mounds View welcomes you as an applicant for employment. Your application will be considered for the position which you applied for. It is the policy and intent of the City of Mounds View to provide equal employment opportunities to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance, or disability, and is consistent with the City's policy of hiring well-qualified individuals so as to maintain the high standards of public service required of all City employees. All information contained in or connected with this application will only be used in conjunction with your possible employment with the City of Mounds View. Please complete this application in its entirety. You are encouraged to attach any additional information that you would like to have the City consider in its evaluation of your training and experience.

PLEASE PRINT IN INK OR USE TYPEWRITER

Position Applying For: ___________________________ Department: ___________________________

Date of Application: ___________________________ Date Available: ___________________________

Type Work Applied For: [ ] Full-time [ ] Part-time [ ] Seasonal [ ] Temporary

PERSONAL INFORMATION

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle</th>
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<tr>
<th>Present/Permanent Address</th>
<th>Phone Number</th>
<th>Alternate Phone</th>
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</thead>
<tbody>
<tr>
<td>City</td>
<td>County</td>
<td>State Zip Code</td>
</tr>
</tbody>
</table>

Email Address: ___________________________

Are you a United States Citizen OR, if not, do you have permission to work in this country? (VERIFICATION WILL BE REQUIRED) PLEASE CIRCLE: [ ] YES [ ] NO

MAINTENANCE RELATED POSITIONS ONLY

Do you have a Commercial Driver’s License [ ] NO [ ] YES State _________ Exp. Date: _________

Are you at least 18 years old? [ ] YES [ ] NO

PART TIME/SEASONAL POSITIONS ONLY

List days and hours of week available to work:

City of Mounds View Employment Application
**EDUCATION/TRAINING**

<table>
<thead>
<tr>
<th>Grade School</th>
<th>High School</th>
<th>Undergraduate</th>
<th>Graduate</th>
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<tr>
<td>☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8</td>
<td>☐ 9 ☐ 10 ☐ 11 ☐ 12</td>
<td>☐ 13 ☐ 14 ☐ 15 ☐ 16</td>
<td>☐ 1 ☐ 2 ☐ MA ☐ PHD</td>
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</tbody>
</table>

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<thead>
<tr>
<th>Type of School</th>
<th>Name and City of School</th>
<th>Degree/Certificate</th>
<th>Major/Minor</th>
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<tbody>
<tr>
<td>High School</td>
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<td>College/University</td>
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<td>Graduate School</td>
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<td>Technical</td>
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<tr>
<td>Other</td>
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List any relevant correspondence courses, seminars, workshops and training programs you have attended.

Do you have any other experience, skills, or qualifications which would be of special benefit to the job you are applying for? Include other registrations, licenses or certificates you have, with expiration date.

Give a brief statement of why you are interested in, and feel you are qualified for, the position for which you are applying.

*City of Mounds View Employment Application*
### OFFICE EQUIPMENT/COMPUTER SOFTWARE PROGRAMS

<table>
<thead>
<tr>
<th>Check Skills/ Equipment Operated</th>
<th>Word Processing (please list wpm if applicable)</th>
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<tbody>
<tr>
<td>Calculator</td>
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<tr>
<td>Copier</td>
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<tr>
<td>Dictating Equipment</td>
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<tr>
<td>Switchboard/Console</td>
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<td>Type of Computer: IBM or Compatible</td>
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<td></td>
<td>Apple/Macintosh</td>
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<tr>
<td>Fax Machine</td>
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List computer software you use proficiently:


### EMPLOYMENT HISTORY - List employers beginning with most recent or present. Please attach additional employment history you believe would qualify you for employment with Mounds View. Do not write “see resume”

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
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<th>Address</th>
<th>From</th>
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<tr>
<th>Phone Number</th>
<th>Supervisor</th>
<th>To</th>
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<tr>
<th>Your Title</th>
<th>Hours per week</th>
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<tr>
<th>Supervisor’s Title</th>
<th>Last salary</th>
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<tr>
<th>Number of Positions you supervised</th>
<th>Reason for leaving</th>
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| Principle Responsibilities (be complete) | |
|------------------------------------------| |

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<tr>
<th>May we contact this employer?</th>
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<tbody>
<tr>
<td>Yes ☐ No ☐ If no, explain</td>
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City of Mounds View Employment Application
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<td></td>
<td>May we contact this employer?</td>
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<td>Yes  No  If no, explain</td>
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<tr>
<td>Principle Responsibilities (be complete)</td>
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<tr>
<td></td>
<td>May we contact this employer?</td>
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<tr>
<td></td>
<td>Yes  No  If no, explain</td>
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</table>

**REFERENCES** (give the names of three people other than relatives who can be contacted regarding your qualifications, work habits and character)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Relation to Your Work</th>
<th>Day Phone Number</th>
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</table>

Please list any relatives currently employed with the City of Mounds View.

Name__________________________________________________________ Relationship __________________________

City of Mounds View Employment Application
Background Checks:

The City of Mounds View conducts criminal history background checks on all 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 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 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.

**MILITARY - complete this section only if you served in the armed forces**

<table>
<thead>
<tr>
<th>Branch of Service</th>
<th>Length of time served</th>
<th>Type of Discharge</th>
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<tbody>
<tr>
<td>Describe your duties and any special training</td>
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</table>

*(Please refer to attachment A, Veteran’s Preference Points Application)*

In accordance with the Immigration Reform and Control Act of 1986, the City of Mounds View 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.

Minn. Stat. Sec 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.

The City has the right to verify information provided in this application. This application may be rejected if there are any misrepresentations made in this application, my resume, or my interview regardless of when they are discovered. I understand all of the information in this application is subject to verification. In connection with this application for employment, I authorize and consent to having City representatives conduct an inquiry into any job-related information contained in this application. I further authorize schools, former and current employers and references listed above to provide any record, reason for leaving, and all other information they may have concerning me, and I release all parties from any and all liability and claims for damage whatsoever that may result therefrom.

I understand that qualifying for regular employment is, at minimum, conditional upon a satisfactory check of references and satisfactory completion of a drug screen analysis. A copy of the City’s Drug Free Workplace Policy is available upon request from the Human Resources Department. I agree to complete these tests upon receiving a conditional offer of employment. I do not know of any reason why I would not be able to perform the duties and tasks of this position as outlined in the job description.

Signature ___________________________ Date ___________________________
Attachment A

CITY OF MOUNDS VIEW
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 5512

VETERAN'S PREFERENCE POINTS APPLICATION INSTRUCTIONS

Preference points are awarded to qualified veteran and spouses of deceased or disabled veterans. Points are awarded subject to the provisions of Minnesota Statute 43A.11. To be eligible for veteran's preference points, you must:

1. Be 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 service on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; and

2. Not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service.

The above 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, however 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 preferences points must supply their marriage certification, the Veteran's DD214 and FL802 or death certificate.

Full Name

Are you applying for Veteran's preference points? [ ] Yes [ ] No

If you answered "yes" your DD214 or other documentation must be received no later than the application deadline for the position.

Veteran's Preference Points Application

Veteran  [ ] Self: [ ] Spouse

Branch of Service:

Rank at Discharge

Service No.

If spouse, veteran's name:

Period of Active Duty
From [ ] to [ ] Final date of discharge

Type of Discharge

Are you receiving or eligible for a military pension?

Do you have a compensable service-related disability? [ ] Yes [ ] No

Preference Requested: [ ] Veteran [ ] Spouse of Disabled Veteran [ ] Disabled [ ] Spouse of Deceased Veteran

Your preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than the application deadline for the position in order to guarantee points are awarded in a timely manner. Supporting documentation [ ] is attached [ ] Will be submitted no later than the deadline.

City of Mounds View Employment Application
Attachment B

CITY OF MOUNDS VIEW
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN 55112

APPLICANT FLOW SURVEY

All applicants for positions with the City of Mounds View are requested to complete this form. Completion is voluntary and this form will not be filed with your application. It will be used by the Personnel Department to compile summary data for the purpose of completing necessary government reports relative to affirmative action and equal opportunity, and for the City's use in monitoring its recruitment process. This form may be returned under separate cover.

Title of Position: __________________________ Date: ______________

City __________________________ County __________________________ State ______

Age Group: [ ] 16-25 [ ] 26-39 [ ] 40 & Over

Gender: [ ] Male [ ] Female

What Race/Ethnic Group Do You Consider Yourself?
[ ] Caucasian [ ] African American [ ] Asian American
[ ] Hispanic [ ] Native American [ ] Other

How Did You Learn About This Job?
[ ] Private Employment Agency Name: __________________________
[ ] Public Employment Agency Name: __________________________
[ ] Minneapolis Tribune
[ ] St. Paul Pioneer Press
[ ] New Brighton Bulletin
[ ] Focus
[ ] Other Local Newspapers
[ ] College/Technical School
[ ] High School
[ ] Walk-In
[ ] Mounds View Employee
[ ] Minority Group Referral
[ ] Other Source, Be Specific Name: __________________________
[ ] Do You Have A Disability?
[ ] Yes - Epilepsy
[ ] Yes - Paralysis
[ ] Yes - Alcoholism
[ ] Yes - Mental
[ ] Yes - Other

NOTE: UPON RECEIPT BY THE CITY, THIS FORM WILL BE IMMEDIATELY DETACHED FROM THE REST OF THE JOB APPLICATION AND KEPT IN A CONFIDENTIAL FILE SEPARATE FROM YOUR APPLICATION.
Attachment C

CITY OF MOUNDS VIEW
2401 MOUNDS VIEW BOULEVARD
MOUNDS VIEW, MN  55112

TENNESSEN WARNING FORM

It is the City of Mounds View's responsibility to inform potential employees of their privacy rights. Please carefully read the Tennessen Warning provided below. Sign and date the form and return it with your application. Your signature indicates that you have received information regarding your rights as they pertain to the Minnesota Government Data Practices Act.

In accordance with the Minnesota Government Data Practices Act, the City of Mounds View is required to inform you of your rights as they relate to the private information collected from you. Private data is information that is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes Sections 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Mounds View. All data collected is considered private except for the following:

1. Your veteran's status;
2. Relevant test scores;
3. Your job history;
4. Your education and training; and
5. Your work availability.

Your name is considered to be private information; however, if you are selected to be interviewed as a finalist, your name becomes public information.

The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules, and regulations of the City of Mounds View. Furnishing social security numbers is voluntary for applicants to the City of Mounds View, but refusal to supply other requested information would mean that your application for employment might not be considered.

Private data is available only to you, appropriate City employees, and others as provided by state and federal laws who have a bona fide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment that is not designated in this notice as private data.

The information you give about yourself is needed to identify you and to assist the City of Mounds View in determining your suitability for the position for which you are applying.

I have read and understand the information given above regarding the Minnesota Data Practices Act.

Applicant Signature ___________________________________________ Date ___________________________
SUPPLEMENTAL QUESTIONNAIRE

You must complete and return this form to be considered as an applicant.
This form will be used to rank applicants – please be complete and accurate in your responses.

First Name: ___________________________ MI: _______________ Last Name: ___________________________

1. Are you 18 years or older? □ Yes □ No

2. Do you possess a valid Minnesota driver's license? □ Yes □ No

3. Are you able to lift up to 50 pounds? □ Yes □ No

4. Have you previously worked for the City of Mounds View? □ Yes □ No
   If yes, please list department and dates worked: ___________________________________________

5. Describe your experience with lawn care maintenance. What equipment have you used? ______
   __________________________________________

6. Describe your ball field maintenance experience: _______________________________________

7. Describe your experience in street construction or street maintenance: _______________________

8. Describe any safety/first aid classes in which you have participated: _______________________

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

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in my application for employment or this addendum will be grounds for disqualification for employment, or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations.

I further understand that if offered a position, I must submit to and pass a controlled substance screen and will be required to submit to and pass a criminal background check and employment reference checks.

By my signature on this form, I hereby acknowledge that I have read and understood the above statements. Failure to sign application forms may result in rejection of your application.

Name (signature) ___________________________ Date ___________________________
CITY OF MOUNDS VIEW

RELEASE OF DRIVER INFORMATION

I understand that the purpose of permitting the City of Mounds View to have access to the above information is to determine my suitability for employment as Public Works Parks Maintenance / Forester Position for the City of Mounds View. I further understand that this information may subsequently be utilized for other purposes relating to my possible employment with the City, including verification of my records and analysis by consultants to the City who may review my suitability for employment. I hereby release the City of Mounds View and any of its agents from any and all liability for its receipt and use of data received pursuant to this consent. This authorization shall be valid for a period of one (1) year, but I reserve the right to, at any time prior to that expiration, cancel the written authorization by providing written notice to the City of Mounds View or to you of that fact.

Full Name (First, Middle, Last): ________________________________

Driver's License Number: ________________________________

State where Issued: ________________________________

Date of Birth: ________________________________

Please list all addresses for the current and preceding ten years:

1. ______________________________________________________

2. ______________________________________________________

3. ______________________________________________________

4. ______________________________________________________

5. ______________________________________________________

Signature line: ________________________________  Date: ________________________________
INFORMED CONSENT
RELEASE OF PREDATORY OFFENDER REGISTRATION AND CRIMINAL HISTORY DATA
PLEASE PRINT LEGIBLY – USE COMPLETE NAME, INCLUDING MIDDLE NAME

Last Name: ___________________________ First Name: ___________________________ Middle Name: ___________________________

Maiden or Former Name (s): ___________________________

Date of Birth: ___________________________ Sex: □ MALE □ FEMALE

Social Security Number (optional): ___________________________

Driver’s License Number: ___________________________ Issuing State: ___________________________

Current Address: ___________________________ {City, State, Zip Code: ___________________________}

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to the City of Mounds View any information contained about me in the Minnesota Computerized Criminal History for the purpose of employment with this agency.

I hereby release the Minnesota Bureau of Criminal Apprehension and the City of Mounds View from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This authorization shall be valid for a period of twelve (12) months from the date of signature.

Signature: ___________________________ Date: ___________________________

Notary Public Signature: ___________________________ Notary Stamp: ___________________________

Date: ___________________________

I hereby authorize and grant my informed consent to the Minnesota Bureau of Criminal Apprehension to release to City of Mounds View any information contained about me in the Minnesota Predatory Offender Registry, including, but not limited to, information related to offenses which may have occurred when I was a juvenile.

I hereby release the Minnesota Bureau of Criminal Apprehension and the City of Mounds View from any and all actions and causes of action, of any kind and nature whatsoever, past, present and future, arising out of the release of information obtained with this consent.

This authorization shall be valid for a period of twelve (12) months from the date of signature.

Signature: ___________________________ Date: ___________________________

Notary Public Signature: ___________________________ Notary Stamp: ___________________________

Date: ___________________________