

JOB ANNOUNCEMENT

Job Classification: Police Officer

Employment Opportunity: Open to all qualified applicants

Hours Per Week: 40

Salary Range: \$44,832 to \$59,376 Annual Equivalent

Probation Period: 12 months

Anticipated Number of Openings: 5-10

Duration of Eligible List: Six Months

Own It, Solve It, Take Pride!

The Mission of the Duluth Police Department is to provide the highest level of service through partnerships and problem solving in a professional, ethical, and timely manner.

The Duluth Police Department is the third largest police department in Minnesota and is nationally recognized due to our innovative policing programs. The department is divided into the Patrol Division and the Investigative/Administrative Division. Each division is managed by a deputy chief of police.

Your career here offers the opportunity for challenging work, providing innovative solutions, and enhancing the services for more than 87,000 citizens. We know that you are driven to challenge the status quo and would like the opportunity to talk more with you about the career opportunities that we currently have available.

Our community offers outdoor adventures (hiking, skiing, hunting, boating, biking, and much more) and competitive sports (including nationally ranked collegiate teams), balanced with quality arts found only in this area. Take pride in residing in this community and enjoy exceptional health, dental, and life insurance benefits, as well as retirement plan contributions and deferred compensation plan options.

Job Summary:

To ensure preservation of peace and public safety through the enforcement of local, state, and Federal laws, and by providing support and assistance during emergency or crisis situations

Minimum Qualifications:

Applicants must be licensed or eligible to be licensed as defined by the Minnesota P.O.S.T. Board by September 1st plus have a valid driver's license.

SELECTION PROCESS			
PHASE	EXAMINATION TYPE	WEIGHT	PASS POINT
Phase I	Written Exam	Pass/No Pass	70%
Phase II	Oral Exam	100%	70%

Written Exam: The Written Exam will be held on Saturday, May 31, 2014. **There will be two testing locations on that date: one in Duluth and the other in the Metro area.** Qualified candidates will be notified of the two testing locations and testing times by e-mail no later than May 23, 2014. Candidates may test at either location on that date. **Applicants who pass this exam will be invited to participate in the oral exam process.**

Oral Exam: If selected, you will be notified regarding the date, time, and location of the exam. Applicants who pass this exam will have their names placed on an eligible list for this classification.



**City of Duluth
Human Resources**

411 West First St - City Hall 313
Duluth, MN 55802-1195
www.duluthmn.gov/employment

JOB ANNOUNCEMENT

Alternative Exam Process: For individuals who qualify under the Americans with Disabilities Act (ADA), alternative examination processes are available on an individual basis upon prior arrangement. Contact Human Resources at (218) 730-5210, as soon as possible prior to the scheduled date of the exam. TDD services are available through (218) 730-5630.

Right to Appeal: Any applicant who has been found qualified to participate in a selection process for a position in the classified service who has reason to contest the validity or fairness of any step in the selection process may appeal to the Civil Service Board within 10 calendar days of the examination. (If the examination is an Education/Experience Review, the applicant must appeal within 10 calendar days of the closing date for accepting applications.) The notice of appeal shall be in writing, shall contain a complete statement of the matter in controversy and the relief requested, and shall be signed and dated by the appellant. The notice shall be addressed to the Civil Service Board and be delivered to the Human Resources Office. If an applicant wishes to file an appeal electronically, the notice should be sent by email to hrinformation@duluthmn.gov.

Veterans: For applicants claiming veterans' preference, a legible discharge certificate (DD214) verifying 181 days of consecutive service and separation under honorable conditions MUST be filed WITH the [Application for Veterans' Preference](#). Failure to provide the required documentation may eliminate the candidate from subsequent steps in the selection process. Veterans' points will be added only if the applicant successfully completes all phases of the exam process and has submitted all required documentation to Human Resources. For applicants claiming disabled veterans' preference a letter dated within one year from the Veterans' Administration documenting entitlement to compensation for a permanent service-connected disability MUST be filed WITH the Application for Veterans' Preference.

Work Eligibility: In accordance with the Immigration Reform and Control Act of 1986, the City of Duluth requires verification of identity and work eligibility at the point of hire.

Obtaining Applications: Application packets and veterans' preference forms are available at the Human Resources Office (411 West First Street Room 313, Duluth, MN 55802, 8:00 a.m. to 4:30 p.m. weekdays except holidays) or online at www.duluthmn.gov/employment.

Filing Applications: **APPLICATIONS MUST BE RECEIVED BY 4:30 PM LOCAL TIME ON THE CLOSING DATE OF May 16, 2014.** Job applicants must meet all minimum qualifications listed above by the closing date of the application period. The complete job description is included in the application packet. Applications can be submitted to the Human Resources Office in person, by mail, or as an email attachment to hrinformation@duluthmn.gov. It is the responsibility of the applicant to verify that the application is on file on or before the closing date.

**April 9, 2014
Job Number T1420**



**City of Duluth
Human Resources**

411 West First St - City Hall 313
Duluth, MN 55802-1195
www.duluthmn.gov/employment

POLICE OFFICER

PURPOSE:

To ensure preservation of peace and public safety through the enforcement of local, state, and Federal laws, and by providing support and assistance during emergency or crisis situations.

FUNCTIONAL AREAS:

1. Patrol designated district to ensure preservation of peace and public safety.
 - * A. Inspect persons, places, and property exposed to crime.
 - * B. Identify, report, and/or correct hazards to public safety.
 - * C. Provide services for public convenience.
 - * D. Monitor and enforce compliance with laws.
 - * E. Direct traffic.
 - * F. Administer specialized tests to determine illegal drug or alcohol consumption.
 - * G. Establish and maintain professional relationships with the general public.
 - * H. Maintain a positive, visible law enforcement presence in the community.

2. Identify, apprehend, and assist in the prosecution of suspected violators of the law.
 - * A. Respond to and document reports of crime.
 - * B. Stop, detain, identify, and search persons suspected of criminal activity.
 - * C. Plan, conduct, coordinate, and document investigations of possible criminal activity.
 - * D. Interview, question, and/or interrogate victims/complainants, witnesses, informants, and suspects of possible criminal activity.
 - * E. Transcribe notes and recordings into formal written reports.
 - * F. Collect and preserve evidence.
 - * G. Coordinate case preparation with assigned prosecutors, law enforcement, and other personnel.
 - * H. Execute search and/or arrest warrants, using only the appropriate level of physical force necessary.
 - * I. Testify in court.
 - * J. Refer victims/complainants to appropriate service agencies.
 - * K. Gather intelligence and other information relating to possible criminal activity.
 - * L. Conduct surveillance operations.

3. Respond to non-emergency, emergency, and crisis situations.
 - * A. Establish control during unusual incidents or civil disorders.
 - * B. Assist in calming neighborhood and family disputes.
 - * C. Administer first aid to the injured.

4. Perform other related duties as required.
 - A. Instruct entry-level personnel as Field Training Officer.
 - B. Participate in Special Operations Units as assigned.

- C. Acquire and maintain specialized knowledge or skill areas.
- D. Instruct others during training sessions, classes, and group meetings.
- E. Analyze, organize, and present intelligence and other information relating to suspected criminal activity.
- F. Reconstruct incidents using mathematical, computer, and other techniques.

MINIMUM QUALIFICATIONS:

Education and Experience Requirements (standards are determined by the Minnesota Peace Officers Standards and Training Board):

- 1.* Applicants must meet one of the following requirements:
 - A. Possess a valid license for Peace Officer in the State of Minnesota; or
 - B. Have the status of "eligible to be licensed" as defined by the Minnesota P.O.S.T. Board; or
 - C. Have completed basic requirements in another state and be considered eligible by the Minnesota P.O.S.T. Board; or
 - D. Be considered an exception to all of the above options and eligible by the Minnesota P.O.S.T. Board.

Driver's License Requirement

- 1.* Possess a valid Minnesota Class "D" Driver's License or privilege.

Hearing Requirements:

- 1.* Must take audiometer test and meet specified hearing standards (shown below) in each ear, with or without auditory aids. Hearing loss cannot exceed any of the following:
 - A. Average hearing loss of 25 decibels (ANSI) at 1000, 2000, and 3000 Hertz.
 - B. Single reading of 35 decibels at 1000, 2000, and 3000 Hertz.
 - C. Single reading of 35 decibels at 500 Hertz.
 - D. Single reading of 45 decibels at 4000 Hertz.

Vision Requirements:

- 1.* Must have uncorrected vision of no worse than 20/200 in each eye corrected to 20/20 vision in one eye and not worse than 20/40 vision in the other eye. A satisfactory history of soft contact lens wear for more than one year with vision corrected to 20/20 in one eye and no worse than 20/40 in the other eye, is also accepted.

Physical Requirements:

- * A. Remain physically able to sit, stand, and walk for long periods of time.
- * B. Remain cardiovascularly fit to chase and subdue suspects over all terrain conditions, rapidly climb stairs, and other tactical situations.
- * C. Retain grip strength adequate to grasp and handle equipment, weapons, and suspects.

- * D. Able to lift and carry equipment, and other items weighing up to 75 pounds alone, and up to 150 pounds occasionally with assistance.
- * E. Ability to push, pull, and/or drag up to 150 pounds with or without assistance.
- * F. Must meet the medical standards and possess the physical abilities to perform in the functional areas listed above and in the ability requirements listed below.

4. Knowledge Requirements:

- * A. Knowledge of Federal, State, and local laws and their interpretations.
- * B. Knowledge of procedural issues in detaining and apprehending suspects.
- C. Knowledge of geographical and cultural aspects of the City and district assigned.
- D. Knowledge of Departmental policies and procedures.
- E. Knowledge of available support and governmental agencies and the services they provide.
- F. Knowledge of radio communication procedures.
- * G. Knowledge of procedures and techniques for legally and safely detaining, searching, and arresting suspects.
- H. Knowledge of procedures and techniques for collecting, marking, and preserving evidence.

5. Skill Requirements:

- * A. Skill in accurately observing, perceiving, and recalling persons, places, objects, and incidents.
- * B. Skill in clearly, concisely, and accurately describing observations in oral or written form.
- * C. Skill in operating a motor vehicle in a safe, defensive manner, occasionally at high speeds under emergency conditions.
- * D. Skill in recognizing potential hazards.
- * E. Skill in questioning, interviewing, and interrogating suspects, witnesses, and informants.
- * F. Skill in securing and searching crime scenes for the purpose of obtaining evidence.
- * G. Skill in applying first aid or medical attention to injured persons.
- * H. Skill in analyzing situations to determine appropriate action.
- * I. Skill in communicating to exchange or convey information, or give instructions.
- * J. Skill in executing defensive techniques in perilous situations.
- * K. Skill in the use of firearms and other protective tools and devices.

6. Ability Requirements:

- * A. Ability to maintain and use patrol equipment.
- * B. Ability to remain alert while seated on patrol for long periods of time.
- * C. Ability to write legibly.
- * D. Ability to sketch a diagram and photograph crime scenes and traffic accidents.
- * E. Ability to take accurate measurements.
- F. Ability to use both digital and analog mobile communication equipment.
- * G. Ability to maintain a professional and business-like demeanor, even during stressful and adverse situations.
- * H. Ability to act decisively and forcefully at appropriate times.
- * I. Ability to understand, implement, and give oral instructions.
- * J. Ability to pursue and arrest a suspect over varied and demanding terrain.
- * K. Ability to effect a physically forceful arrest.
- * L. Ability to exert control over others verbally and physically during crisis and emergency situations.

- * M. Ability to read and interpret a variety of legal and technical data.
- * N. Ability to make arithmetic calculations involving fractions, decimals, and percentages.
- * O. Ability to establish good working relationships with superiors, peers, and the general public.
- * P. Ability to be courageous and careful and to use good judgement in crisis and life-threatening situations.
- * Q. Ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions.
- * R. Ability to maintain relevant certifications and licensure.
- * S. Ability to attend work on a regular basis

* Essential functions, or requirements necessary on the first day of employment.

Anlst: JA	Class: 4402	Union: Police	Pay: 326	CSB: 20080115
CC: 20080211	Res: 08-0099R	EEOC: Protective Service	EEOF: Police Protection	WC: 7720



**City of Duluth
Human Resources Office**

411 West First Street • Room 313 • Duluth, Minnesota • 55802-1195
218-730-5210 • Fax: 218-730-5906 • www.duluthmn.gov

An Equal Opportunity Employer

April 9, 2014

Dear Applicant:

Thank you for your interest in the Police Officer positions with the City of Duluth. In order to assist us in evaluating your background, you must complete the attached application and forms.

The information that you submit on this application will assist us in evaluating your qualifications. Please read the instructions carefully before completing the application form and supplemental questionnaire. Experience that you list must be verifiable work or volunteer experience.

You will receive credit only for the information that you provide on the application and supplemental forms. A resume may not be used in lieu of a completed application. The application is considered an examination and must be completed. Failure to complete the following selection criteria will prevent you from being considered further.

Please make sure this selection criteria questionnaire is attached to your standard application form, and return all materials to Room 313 City Hall by the closing date listed on the job announcement. If you have any questions, or if you have a disability and need assistance with this application, please contact me at tseverance@duluthmn.gov or 218-730-5202. If using TDD, please call 218-730-5630.

Again, thank you for your interest in employment with the City of Duluth. I look forward to reviewing your background and experience.

Sincerely,

Theresa Severance
Human Resources Generalist
City of Duluth

SELECTION CRITERIA

In an effort to select the most qualified candidates for employment, as well as satisfy the legal obligation to consider applicants equally and fairly, formalized criteria for applicants rejection will be used by the Duluth Police Department. However, any decision to not follow a rejection guideline must be supported by an explanation sufficient to mitigate the need for rejection.

The following elements in an applicant's background, if discovered by interview or investigation, may result in rejection of the applicant. Please answer all of the following questions by checking the appropriate box in the front of each question, yes or no, as it applies. Please provide a separate explanation statement for any questions which has been answered yes.

1. **YES [] NO []** Conviction of a felony in this state or an offense in another state which would be a felony if committed in this state.
2. **YES [] NO []** Conviction of an offense involving moral turpitude. Moral turpitude is described as a gross violation of standards of moral conduct, vileness. An act involving moral turpitude is considered intentionally evil, making the act a crime.
3. **YES [] NO []** Conviction of any offense involving the unlawful use, sale, manufacture, production or possession of a controlled substance.
4. **YES [] NO []** Conviction of any offense involving the unlawful use, sale, manufacture, production or possession of prescription drugs.
5. **YES [] NO []** Conviction of a D.U.I. within the previous three years or two D.W.'s in the previous ten years from the date of application.
6. **YES [] NO []** Has a criminal proceeding pending or is under investigation for a crime.
7. **YES [] NO []** Has a documented history of physical violence or has been convicted of a crime of "Domestic Violence" as defined by U.S.C. 921 (a)(33)(A).
8. **YES [] NO []** Termination from a Police Agency or any negotiated resignation in lieu of termination.
9. **YES [] NO []** Maintains an ongoing relationship with individual(s) who have been convicted of felony crimes and who are reputed to be involved in recent or current felonious activity.
10. **YES [] NO []** Any violations of public trust while previously employed in law enforcement or other public service.

11. **YES [] NO []** A recent or current affiliation with, and/or support of any organization or group which advocates the violent overthrow of the state or of the United States government, or whose professed goals are contrary to the interest of public safety and welfare.
12. **YES [] NO []** Any illegal use of a controlled substance within the listed time limits preceding the date of application.
- a. Marijuana 3 years
 - b. All others 5 years
 - c. Hallucinogens or
Experimental Drugs Never
13. **YES [] NO []** A history of alcohol or controlled substance abuse which has hampered job performance at any time during the five years immediately preceding the date of application.
14. **YES [] NO []** Deceptive results of a background report regarding the applicants background.
15. **YES [] NO []** Evidence that the applicant has willfully provided false or misleading information during the application process, in his/her written application background to include leaving information out of the Personal History Statement by the applicant in order to hide unfavorable information, or has cheated during any testing in the application process.
16. **YES [] NO []** Any conclusion by a previous oral interview panels or psychological testing that the applicant is unsuited for police work.
17. **YES [] NO []** Asked to withdraw your application from a Police Officer selection or Police Officer background process?
18. **YES [] NO []** Commission of an undiscovered felony.
19. **YES [] NO []** Conviction of a gross misdemeanor in this state or an offense in another state which would be a gross misdemeanor if committed in this state.
20. **YES [] NO []** Conviction of an offense resulting in incarceration.
21. **YES [] NO []** Has a drivers license suspended, revoked or canceled with the last five years, or has had two or more suspensions, cancellations or revocations.
22. **YES [] NO []** Three or more moving violations within the last 10 years preceding the date of application.
23. **YES [] NO []** Fraudulent use of unemployment or sick leave benefits in the previous ten years.
24. **YES [] NO []** Prior termination for cause from a law enforcement agency.

25. **YES [] NO []** Separation from a branch of the United States Armed Forces under less than “Honorable” conditions, or has separated honorably from the Armed Forces for reasons of unsuitability or misconduct.
26. **YES [] NO []** Unfavorable recommendations from past or present references, employers, creditors or landlords.
27. **YES [] NO []** A demonstrated lack of financial responsibility.
28. **YES [] NO []** A history of sporadic or inconsistent employment.
29. **YES [] NO []** Any other factor, or combination of factors, which would limit or prohibit the applicant from functioning successfully as an officer or would be detrimental to the department.
30. **YES [] NO []** More than two (2) “At Fault” motor vehicle accidents in the past two (2) years.
31. **YES [] NO []** Documented instances of misconduct or failure to follow company policies by a present or prior employer.
32. **YES [] NO []** Documented instances or complaints of undesirable work habits.



Human Resources Division
 411 W. 1st Street - 313 City Hall
 Duluth, Minnesota 55802-1195
 Phone: (218) 730-5210 Fax: (218) 730-5906
 Email: hrinformation@duluthmn.gov

APPLICATION FOR EMPLOYMENT
 An Equal Opportunity Employer

We welcome your application for employment. Please provide us with complete information so that we may give you full consideration of your application. Depending on the position, you may be asked to complete an additional questionnaire or supply us with further information. **READ PAGE 2 BEFORE YOU BEGIN- PRINT clearly with INK or TYPE**

Title of Position for which you are applying:
--

PERSONAL INFORMATION			
Last Name	First Name	Middle Name	Home Phone
Street Address		Apt No.	Mobile Phone
City	State	Zip Code	Work Phone
Email Address:			May we call you at work? Yes _____ No _____

Are you eligible for veterans' preference? (Veterans who have separated under honorable conditions from any branch of the armed forces of the U.S. after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty. Spouses of disabled or deceased veterans may also qualify.)

Yes _____ No _____

If you wish to receive Veterans' Preference Points, you must attach a [City of Duluth Veterans' Preference Application](#) along with required documentation (DD214 Form) indicating honorable discharge.

ATTENTION – THIS STATEMENT MUST BE SIGNED.

PLEASE COMPLETE THE ENTIRE APPLICATION BEFORE SIGNING THIS PAGE.

ANY FALSE STATEMENT ON THIS APPLICATION IS PUNISHABLE BY LAW.

Read the following statements carefully before you sign this application.

I hereby authorize the City of Duluth and any agent acting on its behalf to conduct an inquiry to any job-related information contained on this application, including, but not limited to my records maintained by an educational institution relating to academic performance. I hereby authorize all current and previous employers (unless noted otherwise) to release any information in their files pertaining to my employment history, including but not limited to, the nature of my employment, wages, attendance records, performance reviews and disciplinary actions. I hereby release the City of Duluth 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 certify that all of the statements by me in this application are true, complete and correct to the best of my knowledge and are made in good faith. **I understand that any false information or omission of information from this application may be cause for rejection or dismissal if employed.** I have read the Data Privacy Advisory (on Page 2) and agree to supply the information on this form with full knowledge of the meaning of that warning.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

FOR INTERNAL USE ONLY			
Job Number	Date Logged	Action	Notification

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

If you do not provide complete information, you may receive an inaccurate score or be removed from further consideration. So that your application will be processed accurately, please do the following:

- 1.) Work Experience Section: for jobs with an experience of training rating, your score will be determined by an evaluation of the job-related experience and training you describe on the application. Be specific and complete.
 - List your present or most recent experience first, including all job-related volunteer and/or unpaid experience.
 - List each promotion as a separate job, even though it may have been with the same department or organization.
 - If you attach additional information sheet(s), include **all** of the information requested on the application, i.e., organization, position title, length of employment, total time, hours per week, major activities and percentages. If hours per week vary, please use the average number of hours per week.
 - Part-time work experience is prorated to the number of hours worked, using a 40-hour work week as the standard for full-time work.
 - To receive proper credit, list the five most important and/or time-consuming duties and the percentage of time spent on **each** for each position. Do not include unimportant job duties which are performed only occasionally.
 - Do not write "see prior applications."
- 2.) Your application and supporting material becomes the property of the City of Duluth upon submission and cannot be returned. Work samples, letters of recommendation and the like should **not** be submitted with the application. However, you may bring such material to an actual employment interview.
- 3.) It is your responsibility to notify our office of any name, address, or phone number changes.
- 4.) An accepted application is subject to later rejection if it does not show qualifications required by the examination announcement or if there is any false statement by an applicant during the hiring process. A false statement is also sufficient cause for discharge after appointment.

ALTERNATIVE EXAM PROCESS: for persons who qualify under the Americans with Disabilities Act (ADA), alternative exam processes are available on an individual basis upon prior arrangement. Contact Human Resources, 313 City Hall, (218) 730-5210, as soon as possible prior to the scheduled date of the exam.

DATA PRIVACY ADVISORY

This application is to assist in the process of referring you to City departments for possible employment. Certain information requested on the application is private, that is, it may be released only to you or to City departments where you may be considered for employment. Names of applicants become public when certified as eligible for appointment to a vacancy or when the applicant is considered by the appointing authority to be a finalist for a position.

Private Data	Why we ask for it	Are you legally obligated to provide it?	What may happen if I don't provide it?
Name	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application.
Social Security Number	To distinguish you from all applicants and to make processing more efficient	No	In most cases, nothing. However, it will help to ensure that we do not confuse your records with others.
Street Address Route or Box No.	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
Telephone Numbers, Email Address	To be able to contact you to determine availability for an interview	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, Disability status	To be able to make Equal Opportunity reports, and provide affirmative action	No	We will not be able to accurately assess our recruitment efforts as an affirmative action employer.

ALL OTHER INFORMATION ON THE APPLICATION FORM IS PUBLIC. THAT IS, IT MAY BE GIVEN TO ANYONE FOR ANY PURPOSE.

IMPORTANT: This page and work experience attachments will be duplicated for the hiring authority.

PLEASE NOTE: Complete the application thoroughly. "See résumé" is not an acceptable response for any entries on this application. Candidates will be ranked only on the information submitted in this application. Résumés and other supplemental materials will be considered in addition to, but not in lieu of this application.

FORMAL EDUCATION

To receive credit for post-secondary education, you MUST submit a copy of your transcripts or diploma.

Do you have a high school diploma or GED equivalency? Yes _____ No _____

College, University or Professional School (List All Undergraduate and Graduate Work)	Total Months Attended	Total Credits Earned	Degree		Major Field(s)
			Type AA, BS, MBA, etc.	Date Received or Anticipated	
<u>Name and Location</u>					
1					
2					
3					

Business, Correspondence, Trade, Technical or Vocational School	Total Months Attended	Full-Time	Part-Time Hrs/Wk	Certificate Received? Yes or No	% of Coursework Completed	Program Title
<u>Name and Location</u>						
4						
5						
6						

PROFESSIONAL LICENSES OR CERTIFICATIONS

If the position requires a license, certification, registration or similar credential, attach a photocopy of the credential and complete the information below.

<u>Credentialing Organization</u>	<u>Profession</u>	<u>Number</u>
Example: MN Board of Nursing	RN	0000000

ADDITIONAL TRAINING RECEIVED

Please summarize any or all related coursework or training you have received which may be relevant to this position.
(you may attach a separate page or summary)

WORK EXPERIENCE

Provide a complete description of all qualifying experiences, paid and/or volunteer, starting with the most recent position held.
ATTACH ADDITIONAL SHEETS IF NECESSARY. BE SURE TO INCLUDE ALL INFORMATION REQUESTED BELOW.
(Please refer to instructions on Page 2)

7	Organization:	Address:
Supervisor Name and Title:		Phone:
Position Title:		Dates Employed From: To: <hr style="width: 100px; margin: 0 auto;"/> <hr style="width: 100px; margin: 0 auto;"/> Month/Year Month/Year Hours/Week: (average if hours vary)
Machines/equipment you used:		
Number & Title(s) of people you supervised:		
Reason for Leaving:		
Major Activities/Duties Performed:		
1.		% of time
2.		
3.		
4.		
5.		
		TOTAL = 100%

8	Organization:	Address:
Supervisor Name and Title:		Phone:
Position Title:		Dates Employed From: To: <hr style="width: 100px; margin: 0 auto;"/> <hr style="width: 100px; margin: 0 auto;"/> Month/Year Month/Year Hours/Week: (average if hours vary)
Machines/equipment you used:		
Number & Title(s) of people you supervised:		
Reason for Leaving:		
Major Activities/Duties Performed:		
1.		% of time
2.		
3.		
4.		
5.		
		TOTAL = 100%

WORK EXPERIENCE (continued)

9	Organization:	Address:	
	Supervisor Name and Title:		Phone:
	Position Title:		Dates Employed
	Machines/equipment you used:		From: _____ To: _____ Month/Year Month/Year
	Number & Title(s) of people you supervised:		Hours/Week: (average if hours vary)
	Reason for Leaving:		
Major Activities/Duties Performed:			% of time
1.			
2.			
3.			
4.			
5.			
			TOTAL = 100%

10	Organization:	Address:	
	Supervisor Name and Title:		Phone:
	Position Title:		Dates Employed
	Machines/equipment you used:		From: _____ To: _____ Month/Year Month/Year
	Number & Title(s) of people you supervised:		Hours/Week: (average if hours vary)
	Reason for Leaving:		
Major Activities/Duties Performed:			% of time
1.			
2.			
3.			
4.			
5.			
			TOTAL = 100%

ADDITIONAL RELATED EXPERIENCES

PLEASE LIST ANY OTHER EMPLOYMENT EXPERIENCE OR VOLUNTEER WORK YOU PERFORMED THAT YOU THINK IS RELEVANT TO THE POSITION IN WHICH YOU ARE APPLYING AND WILL ASSIST US IN MAKING A DETERMINATION BASED ON YOUR QUALIFICATIONS.

GENERAL INFORMATION

Are you authorized to work in the U.S. on an unrestricted basis and are able to produce sufficient documentation upon employment?

Yes No

If you are not a U.S. citizen, attach a copy of your INS employment authorization form.

Are you over the age of 18?

Yes No

COMPLETE ONLY IF POSITION REQUIRES A VALID DRIVER'S LICENSE

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

If yes, in which state is your license valid? _____

Please check which license you hold:

Class A B C D

List Endorsements: _____

License Number: _____

Expiration Date: _____

CRIMINAL BACKGROUND CHECK

The City of Duluth conducts a thorough criminal history background check as well as other forms of background verifications as a condition of employment for all positions. For some positions (example: sworn police, fire and public safety positions), certain felony convictions (and other convictions mandated by the state licensing boards) will automatically disqualify the applicant from further consideration.

Candidates for positions working with children and vulnerable adults will be disqualified if they have been convicted of any crime listed in the Child Protection Worker Act (MN 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.

For all other positions, convictions may not automatically disqualify the candidate from employment. Each case is considered on its individual merits and the type of work sought, etc.

Finalists for all positions will be provided a background letter request and a form to provide authorization to release information, which will include further details and instructions relevant to the position. Before any applicant is rejected based on their 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.

Any applicant who makes false statements or withholds any information will cause them to be barred from employment or removed from employment.



City of Duluth

Human Resources

Equal Opportunity Reporting Data

The following information is collected for statistical reporting purposes and will not be considered in the hiring decision. This page will be separated from the application and not communicated with individuals who have input to the hiring decision. This information is voluntary, but we ask that you complete it in order to assist us in our recruiting and reporting efforts. Please print clearly to prevent mistakes in data entry. Thank you for filling this out.

Last Name		First Name		Middle Name	
Street Address			Apt No.		
City		State		Zip Code	
Home Phone		Mobile Phone		Work Phone	
Email Address			Job Title/Job Number		
Veteran Status: <input type="checkbox"/> Not a Veteran <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Spouse of Disabled/Deceased Veteran					
Ethnic Status, Please check a box below: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Black (not of Hispanic origin) <input type="checkbox"/> White (not of Hispanic origin)					
Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male					
Age Group: <input type="checkbox"/> Under 18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-39 <input type="checkbox"/> 40 or Over					
How did you hear about this job? <input type="checkbox"/> City of Duluth Website <input type="checkbox"/> Workforce Development Office <input type="checkbox"/> Friend or Relative <input type="checkbox"/> City Bulletin Board <input type="checkbox"/> LinkUp Website <input type="checkbox"/> Other Website: _____ <input type="checkbox"/> Newspaper Printed Ad <input type="checkbox"/> Other: _____					