



CITY of SHAKOPEE EMPLOYMENT APPLICATION

129 Holmes St. S., Shakopee, MN 55379
Phone #: (952) 233—9320 **Fax #:** (952) 233—3860
TTY#: (952) 233—9391

For this application to be considered, you **MUST**: 1) type or print all answers; 2) supply all requested information; resumes may be attached, but will not be accepted in lieu of this application; 3) complete a separate application for each position applied for; 4) attach a completed application supplement, if required for the position; 5) not falsify the application in any way; 6) provide comprehensive employment information. The information you provide will be used to determine your qualifications for employment or eligibility for evaluation.

TITLE OF POSITION APPLYING FOR: _____

Name: _____
(first, middle initial, last)

Email Address: _____

Street Address: _____ Primary Phone #: _____

City, State & Zip: _____ Alternate Phone #: _____

Have you worked for the City of Shakopee before? YES NO
If yes, when and in what position? _____

Do you have any relatives who work in the department in which you are applying? YES NO
If yes, please indicate their position, but not their name: _____

Are you a veteran of the United States Armed Forces? YES NO
If yes, do you wish to claim a preference? YES NO

NOTE: If you wish to claim Veteran’s Preference, you must submit a copy of your DD214-MBR4 or other official documentation.

Are you either a U.S. Citizen or legally eligible to hold employment in the U.S.? YES NO

If the position you are applying for involves driving, do you have a valid Driver’s License? YES NO

State Issued: _____ License #: _____ Class: _____ Expiration Date: _____

APPLICANTS FOR POSTIONS WITH THE POLICE AND/OR FIRE DEPARTMENT MUST ANSWER THE FOLLOWING QUESTION BEFORE YOUR APPLICATION WILL BE CONSIDERED COMPLETE.

(The City will inquire into the criminal history of applicants for all other positions at the time interviews are conducted.)

During the past five (5) years, have you served a sentence in a jail or prison or been convicted of a misdemeanor or felony for which a jail sentence could have been imposed? YES NO

You may answer “NO” to this question if the conviction or criminal records thereof have been annulled, sealed, set aside or purged, or if you have been pardoned pursuant to law.

If you answered “Yes” to this question, please attach a separate sheet of paper giving full particulars (date, place, nature of the offense). A conviction will not necessarily disqualify you from employment unless directly related to the nature of the position applied for.

The City of Shakopee does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status or status with regard to public assistance.

EDUCATION & TRAINING

High School Education

Name and location of High School: _____

Did you receive a high school diploma or GED? YES NO

Post-Secondary Education

College/University/Trade School	City/State	# of credits earned	Degree(s) Earned	Major

Please list any professional certificates, licenses or memberships relevant to the position you are applying for:

Please list and describe any specialized training you may have that relates to the position you are applying for:

WORK EXPERIENCE

Please list your work experience, listing your current or most recent position first and including any military service assignments or volunteer work that is directly related to the position being sought. Indicate any change in job title under the same employer as a separate position. If you need additional space, please make additional copies of page 3 of this application form. A resume and/or additional pages may be attached but will NOT be accepted in lieu of completing this section of the application.

Current or Most Recent Employer	Type of Business/Organization	Address
Your Title	Reason for Leaving or Considering Leaving	<i>Dates of Employment</i> From: To:
Your Major Job Duties and Responsibilities:		Hours per Week:
		Annual Salary:
Name & Phone # of Immediate Supervisor:		May We Contact? YES NO

WORK EXPERIENCE *(continued)*

Previous Employer	Type of Business/Organization	Address
Your Title	Reason for Leaving or Considering Leaving	<i>Dates of Employment</i> From: _____ To: _____
Your Major Job Duties and Responsibilities:		Hours per Week:
		Annual Salary:
Name & Phone # of Immediate Supervisor:		May We Contact? YES NO

Previous Employer	Type of Business/Organization	Address
Your Title	Reason for Leaving or Considering Leaving	<i>Dates of Employment</i> From: _____ To: _____
Your Major Job Duties and Responsibilities:		Hours per Week:
		Annual Salary:
Name & Phone # of Immediate Supervisor:		May We Contact? YES NO

Previous Employer	Type of Business/Organization	Address
Your Title	Reason for Leaving or Considering Leaving	<i>Dates of Employment</i> From: _____ To: _____
Your Major Job Duties and Responsibilities:		Hours per Week:
		Annual Salary:
Name & Phone # of Immediate Supervisor:		May We Contact? YES NO

Is there any other information you would like to add that is pertinent to this position?

READ THIS APPLICATION AND YOUR ANSWERS BEFORE SIGNING BELOW

By signing this application, I hereby certify that this application contains no willful misrepresentation or falsification and the information given by me is true and complete to the best of my knowledge and belief. I am aware that should investigation at any time disclose any such misrepresentation or falsification, my application will be rejected, my name will be removed from the register, I will be disqualified from applying in the future for any position under the jurisdiction of the City of Shakopee and I may be removed from the job after appointment. The foregoing is provided in accordance with the Information Disclosure Notice.

If you have special needs, which may necessitate accommodations in the application or interview process, please contact the Human Resources Department at (952) 233—9320 or TTY # (952) 233—9391.

Applicant's Signature: _____ Date: _____

INFORMATION DISCLOSURE NOTICE TO APPLICANTS

In accordance with Minn. Stat. 13.04, Subd. 2, we must inform you of your rights as a subject of government data. The information you give us about yourself is needed to identify and assist in determining your suitability for the position for which you are applying.

The information we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is only available to the person the information is about and to the staff who must use it in the normal course of conducting City business and as otherwise provided by law.

Data considered private: social security number, address, daytime phone, driver's license number, relatives, sex, racial/ethnic group, disability status and conviction record.

Your name is considered private until you are certified as eligible for appointment to a vacancy or considered as a finalist. Answers to the questions of name, address and conviction record are legally obligated. Failure to provide information may be cause for rejecting an application. Providing other private data is not legally obligated; however, not providing the information may impede the hiring process. All other information on the application is public.

RETURN APPLICATION TO:

Human Resources
City of Shakopee
129 Holmes St. S.
Shakopee, MN 55379

APPLICATIONS MUST BE RECEIVED NO LATER THAN 4:30 P.M. ON THE CLOSING DATE.

Initial review of applications can take from two to four weeks. All job offers are contingent on City Council approval and successful completion of a background verification and pre-employment physical. Applications will be kept on file for a period of six months for the position applied for.

Thank you for your interest in working for the City of Shakopee!



City of Shakopee

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Shakopee, MN 55379

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Email: HR@ci.shakopee.mn.us

EQUAL EMPLOYMENT OPPORTUNITY

Applicants are asked to provide the following information intended to help us determine the effectiveness of our recruitment efforts in reaching all segments of the population. Providing the following information is voluntary. The information you do provide is confidential, will be separated from your application and will not adversely affect your candidacy for employment with the City of Shakopee.

_____ *Position for which you are applying*

_____ *Date of Application*

Gender: Female Male **Date of Birth:** _____

With which racial/ethnic group do you identify? (Please check only one)

- American Indian or Alaskan Eskimo
- Asian or Pacific Islander
- African-American
- Hispanic
- Caucasian

How did you learn about this job opening?

- City Website
- League of MN Cities Website
- Other Website (*please specify*): _____

- Star Tribune
- Shakopee Valley News
- Other Newspaper (*please specify*): _____

- Word of Mouth
- Current City Employee
- Other (*please specify*): _____