



City of

Cottage Grove

Minnesota

7516 80th Street South / Cottage Grove, Minnesota 55016-3195
www.cottage-grove.org

651-458-2800 Fax 651-458-2897
TDD 651-458-2880

February 12, 2009

Dear Applicant:

Thank you for expressing interest in the position of Forester for the City of Cottage Grove. This application packet has been prepared to assist you in the completion of all materials necessary to be considered for this position. If you require a special accommodation to complete the application materials, please contact me at (651) 458-2883.

In the materials provided, you will find the City of Cottage Grove Application for Employment, Benefits Summary, Equal Opportunity Employment/Affirmative Action Form, Election of Veteran's Preference form and job description. A complete Application for Employment is required to be considered for this position. Please indicate in the application the specific position(s) you are applying for.

When completing the application forms, please keep the following in mind. Be sure to indicate which position you are applying for on the first page, in the gray box. Be sure to review the job posting and job description, and to make sure you clearly indicate that you meet the minimum education and experience requirements for the position. If the job description lists duties and responsibilities you have experience with, please make sure to indicate this experience in the application or attached resume. Clear, precise information is very important in helping City staff to review your credentials for the position, especially when there are large numbers of applicants.

The Equal Opportunity Employment/Affirmative Action Form, which is part of the Application for Employment, in no way affects you as an individual applicant. Submission of this form is voluntary. This information is used to find how effective our recruitment efforts are in reaching all segments of the population and in validation of our selection methods. Upon receipt, the form is removed and kept separate from the application.

If you are a veteran and wish to claim a veteran's preference, please complete and submit the form Election of Veteran's Preference. If you elect to use a veteran's preference, you will be required to present documentation establishing your right to claim the preference. If you are not a veteran, please select the "No" box at the bottom of the form and sign your name.

The job description is included for your general information. If you have any questions regarding the packet documents, please do not hesitate to contact me.

Applications must be received at Cottage Grove City Hall no later than 4:00 p.m. Friday, April 3, 2009.

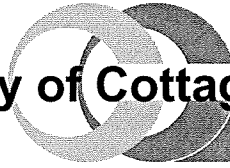
Sincerely,

A handwritten signature in blue ink, appearing to read 'Joe Fischbach'.

Joe Fischbach
Management Analyst

EXTERNAL JOB POSTING

City of Cottage Grove



Position: Forester

Starting Pay: \$18.13 per hour, DOQ

Contact: Joe Fischbach, Management Analyst (651) 458-2883

Application Deadline: Friday, April 3, 2009 at 4:00 PM

The City of Cottage Grove is currently recruiting for a full-time Forester. This is a position of non-exempt classification responsible for forestry and landscaping initiatives. This position would also perform maintenance work as a Public Service Worker in the Parks division.

Minimum Requirements

- a. Valid driver's license.
- b. Possession of a commercial drivers license (CDL) or ability to obtain a CDL within six (6) months of employment.
- c. Minnesota non-commercial pesticide and herbicide applicator license and/or certificate, or ability to obtain within two (2) years of employment.
- d. Bachelor's degree in Forestry, Landscape Architecture, Horticulture or related field.
- e. Certification in forestry/tree inspection from the state of Minnesota or the ability to obtain within six (6) months of employment.
- f. Considerable experience using personal computers.

Desired Qualifications

- a. Ability to identify native and exotic tree species common to areas of assignment.
- b. Knowledge and ability to collect samples for disease diagnosis.
- c. Knowledge and biology of Oak Wilt, Dutch elm disease and other diseases and insect problems associated with native and exotic trees.
- d. Knowledge of the standard practices, methods, tools, materials and equipment used in the forestry and arboriculture trades.
- e. Ability to provide work direction.
- f. Two years experience operating light equipment.
- g. Thorough knowledge of procedures, policies, and practices of tree planting, maintenance (wrapping, guying, watering, mulching, weeding), pruning, trimming, disease inspection removal requirements and options.

- h. Thorough knowledge of shrubs and landscaping, design and maintenance.
- i. Knowledge of root graft barrier trenching and vapaming.
- j. Ability to operate light and heavy equipment such as a: wood chipper, bucket truck, loader, chainsaw, miscellaneous tree trimming equipment, etc.

Additional information is available at www.cottage-grove.org or by calling (651) 458-2883. Applicants must submit a complete City application packet to be eligible for this position. Application packets are available at Cottage Grove City Hall, 7516 80th Street South, Cottage Grove, MN 55016 or by going to the website www.cottage-grove.org. Return all application materials to Joe Fischbach, City Hall.

All applications must be received by Friday, April 3, 2009 at 4:00 P.M.

An Equal Opportunity/Affirmative Action Employer



2009 Benefits Summary Sheet IUOE 49ers Union

This is a summary of City benefits, all employees should consult the labor agreement and/or personnel policy for the exact language pertaining to pay and benefits.

*****No 2009 labor agreement between the City and the union has been reached for 2009. The below numbers are tentative and are subject to City Council and union approval.*****

MN Public Employees Retirement Association (PERA)

All 49er members contribute 6.00% of their gross pay into their PERA retirement account on a pretax basis. The City also contributes 6.75% of an employee's gross pay to PERA, which PERA uses to fund the state run defined benefit pension plan.

IUOE Central Pension Fund

All 49er members contribute \$1.44 of their straight time hourly wage into their Central Pension Fund account on a pretax basis. This contribution is also Social Security exempt, which will have an effect on any future Social Security benefits. The maximum contribution currently allowed by the labor contract is \$3,000 per year. The maximum allowed under state statute is \$5,000 per year; the union could increase the amount up to \$5,000 per year by a simply majority vote. The Central Pension Fund is managed by the International Union of Operating Engineers. This contribution is in addition to PERA, all 49er union members must participate.

Deferred Compensation

Employees also have the option of participating in a deferred compensation plan. All monies that go into this plan are on a pretax basis. The City offers 2 plans the employee may choose from, ICMA or the Minnesota State Deferred Compensation Plan. The minimum an employee must contribute is \$10.00 per pay period and the maximum is \$16,500/year which translates into \$634.62 per pay period. If the employee is over 50 there is also a catch-up provision where an employee can contribute an additional \$5,500 per year.

Health Insurance

All new employees must take at least single medical coverage. Preventative dental is included in all of the City's health plans. The City contribution for 2009 is as follows:

For the single coverage standard deductible plan the City pays 90% of the premium. The premium for 2009 is \$596.13 per month. This means the employee pays \$59.61 per month for the premium.

For the single coverage HDHP/HSA plan the City pays 100% percent of the premium. The City also contributes up to \$50.00 per month into the employee's HSA account on a \$2 (City) to \$1 (employee) matching basis, up to the full City contribution. To realize the full City contribution the employee must contribute \$25.00 per month into their HSA account.

For the family coverage standard deductible plan the City pays 61% of the premium. The premium for 2009 is \$1,261.71 per month. This means the employee pays \$495.76 per month for the premium.

For the family coverage HDHP/HSA plan the City pays 75% percent of the premium. The premium for 2009 is \$1,021.26 per month. That means the employee pays \$255.31 per month for the premium. The City also contributes up to \$100.00 per month into the employee's HSA account on a \$2 (City) to \$1 (employee) matching basis, up to the full City contribution. To realize the full City contribution the employee must contribute \$50.00 per month into their HSA account.

Supplemental Dental

The City offers supplemental dental as an optional benefit at 100% cost to the employee. For single coverage the premium is \$27.00 per month. For single plus one the premium is \$55.36 per month. For family coverage the premium is \$88.96 per month.

Life Insurance

The City pays for term life insurance at one times an employee's base annual salary. For example if an employee's base annual salary was \$33,737.60, the City would pay for \$34,000 worth of life insurance. Employees also have the option of purchasing supplemental life insurance for themselves and their dependents as an out-of-pocket cost, up to \$200,000 for the employee, \$100,000 for his/her spouse and either \$5,000 or \$10,000 for children.

Workers Compensation Insurance

All employees are covered by workers compensation insurance.

Injury on Duty

If an employee is injured on the job the City will supplement whatever the injured employee is paid by workers compensation up to base pay, up to 90 days.

Long-term Disability

Employees may purchase a long-term disability policy to cover 60% of their pay. Coverage for long-term disability starts on the 91st day of injury or illness. The benefits received under LTD are currently not subject to income taxes, the premium is taxed instead.

Short-term Disability

After an employee has passed probation the City self funds a short-term disability plan. This coverage starts on the 21st day of an injury or illness and may cover up to 90 days.

Annual Leave

In lieu of vacation and sick pay the City has Annual Leave which can be used for either purpose. Employees with 0 to 7 years City employment accrue 5.538 hours per pay period. Employees with 8 to 15 years City employment accrue 7.384 hours per pay period. Employees with 15+ years City employment accrue 7.999 hours per pay period. No employee may carry over more than 240 hours of Annual Leave from one year to the next. If any employee's balance is above 240 those hours are forfeited.

Holidays

All employees who work the full year get 11 paid holidays and 1 paid floating holiday.

Uniform Allowance

All 49er employees receive a uniform allowance of up to \$500 to purchase City approved uniforms. If a new employee starts in January thru June they receive the whole amount, if they start in July thru December they receive \$250 for that year.

ASSIGNMENT SHEET FORESTER

ASSIGNMENT: Forester
ACCOUNTABLE TO: Working Foreman – Parks Maintenance

JOB OBJECTIVES

This is a position of non-exempt classification responsible for inspecting suspected diseased trees, maintenance of the City's tree inventory, and maintenance of related records.

Under the general direction of the Park Working Foreman, performs first line work direction, manual, and semi-skilled work in the maintenance of public trees, landscaped areas and park maintenance. This position will be split approximately 30%/70% between parks maintenance and forestry.

Provides technical and professional expertise to the public and city personnel in control of the Shade Tree Disease (Dutch elm disease, Oak Wilt, Emerald Ash Borer, etc.) and hazardous trees on public and private property within the city.

Provides work direction to part-time and seasonal positions assigned to assist the City Forester/Park Maintenance Worker in carrying out the duties of the division. Parks Division employees are members of the Public Works Department and may be assigned to assist other divisions (i.e. parks, streets, utilities, fleet, ect.).

In addition to the ESSENTIAL JOB FUNCTIONS of a Public Service Worker – Parks Maintenance, this assignment also includes the following:

- a. Carry out shade tree disease control programs.
- b. Conduct regular tree inventories on City property.
- c. Responsible for re-forestation of City property as assigned.
- d. Maintain records relating to tree maintenance and inventory.
- e. Inform citizens of tree programs as necessary.

In addition to the MINIMUM REQUIREMENTS for Public Service Worker – Parks Maintenance, this assignment includes:

- a. Bachelor's degree in Forestry, Landscape Architecture, Horticulture or related field.
- b. Certification in forestry/tree inspection from the state of Minnesota.
- c. Considerable experience using personal computers.

In addition to the KNOWLEDGE, SKILLS AND ABILITIES for Public Service Worker –

Parks Maintenance, this assignment includes:

- a. Ability to identify native and exotic tree species common to areas of assignment.
- b. Knowledge and ability to collect samples for disease diagnosis.
- c. Knowledge and biology of Oak Wilt, Dutch elm disease and other diseases and insect problems associated with native and exotic trees.
- d. Knowledge of the standard practices, methods, tools, materials and equipment used in the forestry and arboriculture trades.
- e. Ability to provide work direction.
- f. Knowledge of the working hazards and applicable safety precautions associated with assigned equipment operation.
- g. Thorough knowledge of procedures, policies, and practices of tree planting, maintenance (wrapping, guying, watering, mulching, weeding), pruning, trimming, disease inspection removal requirements and options.
- h. Thorough knowledge of shrubs and landscaping, design and maintenance.
- i. Knowledge of root graft barrier trenching and vapaming.
- j. Ability to operate light and heavy equipment such as a: wood chipper, bucket truck, loader, chainsaw, misc. tree trimming equipment, and etc.
- k. Ability to follow oral and written instructions.
- l. Ability to establish and maintain effective working relationships with other employees, departments, and the public.

REVIEWED BY:

Employee

Date

Supervisor

Date

REVISED DECEMBER 2008

TITLE: Public Service Worker – Parks Maintenance

DEPARTMENT: Public Works

ACCOUNTABLE TO: Working Foreman

JOB OBJECTIVES

This is a semiskilled position of nonexempt classification that performs a variety of manual labors in the maintenance and repair of city recreational facilities.

ESSENTIAL JOB FUNCTIONS

- a. Perform care and maintenance of various recreational areas and facilities, including turf areas, trees and shrubs, softball, baseball, football and soccer fields, hockey and pleasure skating rinks, parking lots and access roads, trails and walkways, park buildings and structures, playground equipment, and irrigation systems.
- b. Document general daily maintenance and repairs on vehicles and equipment used in the area of assignment
- c. Respond to emergency call-outs.
- d. Assist a worker of a higher level of competence or skill by obtaining materials, tools and supplies, or cleaning work area, machines and equipment, or holding materials or tools and doing other routine duties.
- e. Assist department personnel with snow removal utilizing commercial vehicles and pickup trucks.
- f. Perform all other necessary duties as apparent or assigned.

MINIMUM REQUIREMENTS

- a. High school diploma or equivalent.
- b. Valid drivers license.
- c. Minnesota non-commercial pesticide and herbicide applicator license and/or certificate, or ability to obtain within two (2) years of employment.
- d. Possession of a commercial drivers license (CDL) or ability to obtain a CDL within six (6) months of employment.

DESIRED QUALIFICATIONS

- a. Formal education or practical experience in mowing, turf maintenance, tree trimming, carpentry, plumbing, landscaping, irrigation, building maintenance, light and heavy equipment operation and snowplowing.

KNOWLEDGE, SKILLS AND ABILITIES

- a. Knowledge of the standard practices, methods, tools, materials and equipment of

- park maintenance activities.
- b. Knowledge of the occupational hazards and safety practices of the trade.
- c. Ability to perform a variety of assigned maintenance duties.
- d. Ability to understand oral and written instructions.
- e. Ability to operate hand and power tools and hand or power driven mowers.
- f. Ability to perform strenuous physical labor and heavy manual tasks for extended periods when required.
- g. Ability to establish and maintain effective working relationships with elected officials, City employees and the public.

DEFINITION OF PHYSICAL DEMANDS

<u>DEFINITION</u>		<u>OUT OF AN 8 HOUR DAY</u>
Rarely	Less than 10% of time on a shift	Up to 48 minutes
Occasionally	Up to 33% of time on a shift	Up to 2-1/3 hours
Frequently	Up to 66% of time on a shift	Up to 5-1/2 hours
Continuously	67-100% of time on a shift	Up to 8 hours

PHYSICAL DEMANDS

STANDING: To take or maintain an upright position on the feet.

FREQUENTLY, primarily on asphalt, concrete, ice or grass and soil.

SITTING: To rest with the body supported upon the buttocks and the torso vertical.

FREQUENTLY, when in a truck, tractor or mower while operating various equipment for maintenance.

WALKING: To go or advance on foot; move by steps.

FREQUENTLY, when on soil, grass, asphalt, concrete, ice or wooded areas.

TALKING: To articulate in words.

FREQUENTLY, when working as part of a crew and relating to supervisory instruction

SEEING: To perceive with the eye; visualize.

CONTINUOUSLY, when performing the essential job functions.

HEARING: To perceive sound by the ear.

CONTINUOUSLY, when receiving oral instructions.

LIFTING: To exert strength necessary to move objects from one level to another.

	<u>NEVER</u>	<u>RARELY</u>	<u>OCCAS</u>	<u>FREQ</u>	<u>CONT</u>
Under 10#	_____	_____	_____	_____	<u> X </u>
10 - 25#	_____	_____	_____	_____	<u> X </u>
25 - 50#	_____	_____	_____	_____	<u> X </u>
50 - 75#	_____	_____	_____	<u> X </u>	_____
75 - 100#	_____	_____	<u> X </u>	_____	_____
Over 100#	_____	<u> X </u>	_____	_____	_____

Lifting activity includes lifting five-gallon paint pails, hockey goals, field marking chalk, furniture, fencing, picnic tables, trash barrels, snow removal, and lumber. A back support belt, moving dolly and skid steer with forks are available as a work aid to help with lifting.

CARRYING: Transporting an object, usually holding it in the hands, arms or shoulders.

	<u>NEVER</u>	<u>RARELY</u>	<u>OCCAS</u>	<u>FREQ</u>	<u>CONT</u>
Under 10#	_____	_____	_____	_____	<u> X </u>
10 - 25#	_____	_____	_____	_____	<u> X </u>
25 - 50#	_____	_____	_____	<u> X </u>	_____
50 - 75#	_____	_____	<u> X </u>	_____	_____
75 - 100#	_____	_____	<u> X </u>	_____	_____
Over 100#	_____	<u> X </u>	_____	_____	_____

Activity includes carrying flooding hoses, lumber, furniture, hockey and soccer goals, wood timbers, metal pipe, PVC and poly pipe and picnic tables. A back support belt, moving dolly and skid steer with forks are available as a work aid to help with carrying.

PUSHING/PULLING: To exert force on or against an object, to move it away, or draw it to oneself.

FREQUENTLY, when moving furniture, laying out athletic fields, pulling flooding hoses, moving picnic tables, assembling playground equipment, and hooking-up trailers.

CLIMBING: To ascend or descend ladders, scaffolding, stairs, poles or inclined surfaces.

FREQUENTLY, when working on uneven surfaces, climbing stairs to storage areas, getting in and out of equipment, installing and repairing playground equipment, painting and repairing buildings.

WORKING ABOVE GROUND:

OCCASIONALLY, when trimming trees, fencing, hanging seasonal decorations, and installing and repairing playground equipment.

BENDING: To flex an upper trunk forward.

CONTINUOUSLY, when flooding ice areas, laying out athletic fields, installing and repairing playground equipment, and doing snow removal.

BALANCING: To maintain body equilibrium.

FREQUENTLY, when standing on ice, buildings, and trucks.

CROUCHING/STOOPING: To flex an upper trunk forward at the waist; partial flexion of knees.

FREQUENTLY when laying out athletic fields, installing irrigation systems, laying sod, pouring cement, pulling weeds, installing and repairing playground equipment.

KNEELING: Bending the legs at the knees to come to rest on the knee or knees.

FREQUENTLY when installing irrigation equipment, installing and repairing playground equipment and repairing hockey rinks.

CRAWLING: To move entire body along a surface with hip/knee flexion and arm extension/flexion.

RARELY, when working in a confined area (i.e. attic and storage facility)

TWISTING/TURNING: To rotate upper trunk to right or left from neutral, while sitting or standing.

CONTINUOUSLY, when loading and unloading equipment and supplies and

doing essential functions.

REACHING: To position arms with any degree of elbow flexion.

CONTINUOUSLY, when operating hand and power tools and stacking supplies and materials and doing essential functions.

COORDINATION (eye, hand, foot): Operation of foot and hand controls.

CONTINUOUSLY, when doing essential functions.

HAND COORDINATION:	<u>Right</u>	<u>Left</u>	<u>Both</u>	<u>How Often</u>
Power Grip	_____	_____	<u> X </u>	Frequently
Pinch Grip	_____	_____	<u> X </u>	Frequently
Fine Manipulation	_____	_____	<u> X </u>	Frequently
Wrist Rotation	_____	_____	<u> X </u>	Frequently

MACHINES, TOOLS, EQUIPMENT USED IN JOB

Examples include push mowers, weed whips, chainsaws, circular saw, hand drill, grinder, band saw, drill press, welders, hammers, wrenches, screwdrivers, trencher, shovel, rake, jack-hammer, table saw, radial arm saw, brush chipper, tractor and edger.

MATERIALS AND PRODUCTS HANDLED

Lumber, furniture, cut logs, field lining material, paint, irrigation piping, metal pipes, wood timbers, chain link fencing, soil, grass seed, sod, fertilizers, pesticides and cement

VEHICLES AND EQUIPMENT USED

Dump trucks, pickup trucks, van, bucket truck, riding mowers, various size tractors, front-end loader, backhoe, utility vehicles and skid steer loader

ENVIRONMENTAL CONDITIONS

Twenty percent of work-related activities are done inside; eighty percent of work-related activities are done outside.

Work activities are done in extreme heat and cold weather conditions and all weather conditions.

Inside conditions include paint and welding fumes.

Loud noises occur in the maintenance shop from public works' vehicles.

Excessive vibration from jackhammers and various pieces of equipment.

Work may be performed at night and in poor lighting situations.

Work hazards include working near moving equipment and in city streets.

SAFETY EQUIPMENT REQUIRED

The employer provides safety equipment, including, but not limited to, safety glasses, vests, hard hats, back supports, grinder face shields and earplugs.

REVIEWED BY:

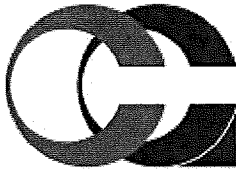
Employee

Date

Supervisor

Date

REVISED MAY 2006



City of
Cottage Grove
Minnesota

P. R. I. D. E.

MISSION: to improve the quality of life and to enhance the spirit of our community and its employees through.....

Personal service Responsiveness Innovation Dedication Effectiveness

Personal service:

- We are committed to effective communications; being aware of citizen needs.
- We believe in the value of each citizen.
- We promptly follow up and follow through.

Responsiveness:

- We work to build trust by being open, honest, consistent and fair.
- We are aware of the environmental consequences of our actions
- We respect and are sensitive to community values and needs.

Innovation:

- We are dedicated to professional growth and initiative for all City employees.
- We are open to creativity and changes – standing still means falling behind.
- We dare to be the best and have fun doing it.

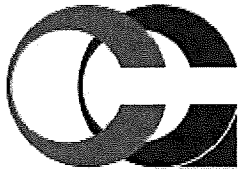
Dedication:

- We are committed to ideals of democracy and citizen participation.
- We support the elected officials in representation of their constituents.
- We hold ourselves to high standards of ethical behavior and stewardship.

Effectiveness

- We are committed to achieving excellence through leadership and teamwork.
- We strive for high production and quality results.
- We take individual responsibility for organizational performance.

We are **FIRST, LAST** and **ALWAYS** a public service organization. We exist because the citizens are willing to pay taxes and give up a certain level of individual freedom, in exchange for a City government that meets their collective needs. The good will of that citizenry is the most important resource we have; it must be cherished and nurtured.



City of
Cottage Grove
 Minnesota

Dear Applicant:

It is our policy to provide equal opportunity employment. This policy prohibits discrimination on the basis of race, color, sex, creed, marital status, religion, national origin, age (18 and over), sexual orientation, disability, an adherence to any political affiliation, criminal convictions which are not related to the position you are applying for, or status with regard to public assistance. This policy applies to full-time, part-time, temporary and seasonal employment.

The information contained in this application is considered private, except for your veteran status, relevant test scores, job history, education and training, and work availability, and used only in conjunction with your possible employment. Please furnish complete information, as failure to provide the data required by this application may result in rejection of your application.

Print title of specific position for which you are applying	
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	
Date available to work:	Today's date:
Pay expected:	Will you work overtime if required? <input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL		
Name (last)	(first)	(middle)
Street Address:		
City, State, Zip:		Social Security #:
Phone # (residence):		Phone # (business)
Have you previously been employed by the City of Cottage Grove? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, dates: _____ department: _____		
Do you have any relatives working for the City? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, name of relative: _____		
Do you have a valid driver's license: <input type="checkbox"/> Yes <input type="checkbox"/> No		

EDUCATION

Did you graduate from high school or receive a GED?

Yes No If under 18, state your age:

School	Name & Location	Certificate/Degree
High School		
Vocational/ Technical		
College/ University		
Other		

Please list academic honors, scholarships, fellowships, memberships in professional and honorary societies and any other extra-curricular activities:

EXPERIENCE

If relevant, list other current professional registrations, license or certificates you have.

License/Certificate/ Registration	Date Issued	Date of Expiration

TO BE COMPLETED BY CLERICAL APPLICANTS ONLY

TYPING ABILITY: YES NO WPM _____

SHORTHAND ABILITY: YES NO WPM _____

Please indicate office equipment you can operate	Yes	No
Dictating Equipment		
Word Processor		
Computer Software Applications		

Other office equipment you can operate:

Please begin with your most recent or current employer:

EMPLOYMENT HISTORY		
Company name:		Telephone:
Address		City, State, Zip
Name of Supervisor	Employed (month & year) From: To:	Weekly Pay
Reason for leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
State job title and describe your work:		

EMPLOYMENT HISTORY		
Company name:		Telephone:
Address		City, State, Zip
Name of Supervisor	Employed (month & year) From: To:	Weekly Pay
Reason for leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
State job title and describe your work:		

EMPLOYMENT HISTORY		
Company name:		Telephone:
Address		City, State, Zip
Name of Supervisor	Employed (month & year) From: To:	Weekly Pay
Reason for leaving:		May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
State job title and describe your work:		

REFERENCES

Please provide the name, address and phone number of three references who are **not** related to you and are **not** previous employers.

(Name, Address, Phone)

1.

2.

3.

SIGNATURE

I certify that the information contained in this application (and accompanying resume, if any) is correct, and I have not omitted or misstated any information. I understand that falsification or omission of information may disqualify me from further consideration for employment or result in immediate dismissal if I am hired and the information is discovered at a later date.

I authorize the schools, references and my prior employers listed above to provide my record, reason for leaving and all other information they may have concerning me, and I release all parties from all liability or claims for damages whatsoever that may result from the release of the information.

Date _____ Signature _____

POLICY OF NON-DISCRIMINATION

The City of Cottage Grove does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The Assistant City Administrator has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of, and the rights provided under the Americans with Disabilities Act are available from the Assistant City Administrator.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The City of Cottage Grove prohibits discrimination on the basis of race, color, sex, creed, marital status, religion, national origin, age (18 and over), sexual orientation, disability, adherence to any political affiliation, criminal convictions which are not related to the position you are applying for, or status with regard to public assistance.

EMPLOYMENT ELIGIBILITY AND IDENTIFICATION STATEMENT OF UNDERSTANDING

Federal law requires that employees verify eligibility for U.S. employment and identity. An employer must decline to hire an individual if a new employee fails to present adequate proof of eligibility and identity within three (3) days of the commencement of employment.

Should you be hired by the City of Cottage Grove, you will be asked to submit an ORIGINAL of one of the following documents:

- 1) If you are a U.S. citizen:
 - a) A U.S. passport;
 - b) A driver's license, school identification card with photo, or voter's registration
- 2) If you are not a U.S. citizen:
 - a) A document to show eligibility to work by showing a resident alien card (I-551 or I-151) that contains your photo or an unexpired foreign passport with an unexpired I-551 stamp.
 - b) Non-resident aliens must show a I-94 form attached to their passport which indicates they are authorized to work, or show proper identification and other documentation from the INS proving work authorization.

If you are hired for the position for which you are applying, you must provide the required documentation within three (3) business days of your first date of employment. Since the City cannot employ you without the required documents, it is essential that you have the documents available; if you do not have them, apply for them now.

I have read the above and understand that I will be asked to submit the required proof of my identity and eligibility for U.S. employment and that I will be required to attest, under penalty of perjury, the documents presented are genuine and related to me.

Date _____ Signature _____

ABSENCE OF CONTRACT

I realize that this application is in no way a contract.

Date _____ Signature _____

MINNESOTA DATA PRACTICES ACT

The Minnesota Data Practices Act seeks to protect the privacy of individuals about whom government agencies and their subdivisions, and agencies under contact with the government collect data. The Act also facilitates a release of information which is public. The information on this sheet applies to your current and future contacts with the City of Cottage Grove, whether the contact is in person, by mail, or by phone.

The Act requires that whenever the City asks you to provide information which is private or confidential, that you be told:

1. The purpose and intended use of the data within the City;
2. The legal requirements, if any, of providing the information;
3. The consequences of providing or refusing to provide the information requested;
4. The identity of other persons or agencies authorized by statute to receive the information.

I. Purpose of the information collected:

1. Determine whether you meet City requirements pertaining to the eligibility for employment.
2. Evaluate the employment application.
3. Investigate the accuracy of all information and statements contained in the application.
4. Investigate and collect background information pertaining to you to determine your qualifications and fitness for employment with the City.

II. Legal Requirements

You are not legally required to provide the information requested. If you do not provide the information requested, the City will not be able to determine your eligibility for employment and your application will, in all likelihood, be denied if you do not provide the information requested.

III. Sharing of Information

The data provided pursuant to the employment application may be shared with officers and employees of the City who have a need to know such information in order to process and make a decision on a recommendation concerning your employment, and ultimately a determination by the governing body concerning your employment.

1. This information may be provided to others in the following circumstances:
 - a. To individuals, persons, agencies, institutions or organizations you authorize sharing the information with by means of a valid consent for release of information.
 - b. To appropriate law enforcement personnel who are acting in an investigation on proceedings relating to the application.
 - c. To a Court pursuant to a valid court order.

IV. Other Rights:

You have the right to know what information is maintained about you; you have the right to view all public and private information about you maintained by the City, and this includes the right for you to authorize other persons or agencies to view it.

1. You have the right to have the data to which you have accessed explained to you.
2. You have the right to request copies of the information to which you have access, but you may be charged a reasonable fee for the cost of the copies.
3. You have the right to challenge the accuracy or completeness of any private information in your records. If you want to challenge any information, you must write to the City. You may also talk to the individual at the City with whom you are working. Your challenge will be answered with thirty (30) days.
4. You have the right to insert your own explanation of anything you object to in your records. That explanation will be attached anytime the information is shared with another agency. You have the right to appeal decisions made by the City about the accuracy to completeness of your records to the Commissioner of Administration, Data Privacy Act, State of Minnesota, 51 Sherburne Avenue, St. Paul, MN 55155.

If you do not understand this document, or if you have further questions, you should discuss these with the City staff person to whom you provided the statement.

I have read this explanation of my privacy rights and understand the purposes and consequences of giving the information and who is authorized to use it.

Applicant Signature

Date

EQUAL OPPORTUNITY EMPLOYMENT AFFIRMATIVE ACTION FORM

Position applied for:

Date:

This document will be separated from your application before employment consideration by the City of Cottage Grove. Furnishing the information below is voluntary. The information will in no way affect you as an individual applicant. The information will not be kept in Personnel files and will not be made available to any persons involved in decisions affecting any individual's employment or promotion to a position. The information will be used only for test validation research and reporting on Equal Employment Opportunity and Affirmative Action.

What Race/Ethnic Group Do You Consider Yourself?

- White, not of Hispanic origin – persons having origins in any of the original peoples of Europe, North Africa or the Middle East
- Hispanic, Mexican or Chicano
- African American, not of Hispanic origin – persons having origins in any of the Black racial groups of Africa
- American Indian or Alaskan Native – persons having origins in any of the original peoples of North America and who maintain cultural identification through tribal or community affiliation
- Asian or Pacific Islander – persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Sub-Continent or the Pacific Islands (For example: China, Japan, Korea, the Philippine Islands and Samoa)

VETERANS PREFERENCE POINTS APPLICATION

Veteran <input type="checkbox"/> Self <input type="checkbox"/> Spouse		If spouse, veteran's name:	
Branch of Service:		Period of Active Duty From: _____ To: _____	
Rank at Discharge:	Type of Discharge:	Date of Final Discharge:	Service No:
Are you receiving or eligible for a military pension? <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have a compensable service-related disability? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Preference requested: <ul style="list-style-type: none"> <input type="checkbox"/> Veteran <input type="checkbox"/> Disabled Veteran <input type="checkbox"/> Spouse of Disabled Veteran <input type="checkbox"/> Spouse of Deceased Veteran 			

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 seven (7) calendar days after the application deadline for the position in order to guarantee that points are awarded in a timely manner.

Supporting documentation: is attached
 will be submitted within 7 days of application deadline.