Volunteer/Police Reserve Application
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077-3412

(651) 450-2510   /   (651) 450-2502 FAX   /   (651) 450-2501 TTY

The City of Inver Grove Heights is an Affirmative Action/Equal Opportunity Employer. It is our policy to provide equality of opportunity in employment and prohibit discrimination on the basis of race, color, creed, religion, national origin, political affiliation, disability, public assistance status, marital status, gender, sexual orientation, or age. Failure to provide the data required for this application may result in rejection of your application.

Title of Specific Position For Which You Are Applying*	Today's Date*	Date Available*

First Name*   **Middle Name**   **Last Name***

Street Address*   **City, State, and Zip Code***

Are you Between the Ages of 18 and 70?*	Daytime Phone*	Alternate Phone*

Email Address*

Are you a United States Citizen or legally eligible to work in the US? *   ☐ Yes   ☐ No

In accordance with the Immigration Reform and Control Act of 1986, the City only hires US 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.

Do you have any relatives, other than a spouse, working for the City of Inver Grove Heights?*   ☐ Yes   ☐ No

If yes, relationship to you _____
In which department are they employed? _____

Employment Condition Desired:*

☐Regular   ☐Full-Time
☐Seasonal/Temporary ☐ Part-Time
☐**Volunteer/Reserve**

Have you previously been employed by the City of Inver Grove Heights?*

☐ Yes   ☐ No
    If yes, date(s) _____ position _____

Education: Did you graduate from high school or receive a GED?*   ☐ Yes   ☐ No
  How many years of schooling have you completed?* 7 8 9 10 11 12 13 14 15 16 17 18 19 20

TYPE OF SCHOOL	NAME AND LOCATION	# YRS COMP- LETED	MAJOR AREA OF STUDY	DEGREE / DIPLOMA RECEIVED
High School				
Trade/Business/Vocational				
Undergraduate Studies				
Graduate Studies				
Apprenticeship(s) Served or Trade Learned				

Work Experience* (Experience and ratings are determined by this information; please be complete). List complete employment history, with most recent first. Do not specify the dates for employment over five years ago; however, do indicate the total number of years and months you worked that job. **INCLUDE PAID AND UNPAID EXPERIENCE.** **DO NOT USE "SEE RESUME"**

Current or Last Employer_____

Address _____

Phone Number _____ Supervisor _____

Your Title _____ Supervisor's Title _____

Number of Positions You Supervised _____

Principal Responsibilities (be complete)

Length of Employment

From (Month/Year)_____

To (Month/Year)_____

Total (Years/Months)_____

Hours Worked Per Week_____

Last Salary _____

Reason for Leaving or Seeking Other Employment _____

_____

May we contact this employer?
　□ Yes 　□ No

Employing Firm _____

Address _____

Phone Number _____ Supervisor _____

Your Title _____ Supervisor's Title _____

Number of Positions You Supervised _____

Principal Responsibilities (be complete)

Length of Employment

From (Month/Year)_____

To (Month/Year)_____

Total (Years/Months)_____

Hours Worked Per Week_____

Last Salary_____

Reason for Leaving_____

_____

May we contact this employer?
　□ Yes 　□ No

Employing Firm _____

Address _____

Phone Number _____ Supervisor _____

Your Title _____ Supervisor's Title _____

Number of Positions You Supervised _____

Principal Responsibilities (be complete)

Length of Employment

From (Month/Year)_____

To (Month/Year)_____

Total (Years/Months)_____

Hours Worked Per Week_____

Last Salary_____

Reason for Leaving_____

_____

May we contact this employer?
　□ Yes 　□ No

Employing Firm _____

Address _____

Phone Number _____ Supervisor _____

Your Title _____ Supervisor's Title _____

Number of Positions You Supervised _____

Principal Responsibilities (be complete)

Length of Employment

From (Month/Year)_____

To (Month/Year)_____

Total (Years/Months)_____

Hours Worked Per Week_____

Last Salary_____

Reason for Leaving_____

_____

May we contact this employer?
　□ Yes 　□ No

References			
Name*	**Address**	**Phone**	**Relationship**
Name*	**Address**	**Phone**	**Relationship**
Name*	**Address**	**Phone**	**Relationship**

Please list all computer hardware and software that you are familiar with:

Please list your driver's license number, the state issued in, and the class. (List those you hold that are required for the position for which you are applying.)

Number _____ State _____ Class _____

Please list all languages you are proficient in, and indicate whether you're proficient in speaking that language, writing that language, and/or reading that language.

Please list all certificates, registrations or licenses that are required for the job for which you are applying. Include date first issued and expiration date.

Volunteer/Reserve, Qualification Requirements:

- Resident of Dakota County or work or attend school in Inver Grove Heights

- 18 years or older

- High School graduate or GED attained

- No felony convictions

- Good driving record

- No drug or domestic violence convictions

- Able to pass a background check

- Good personal conduct

*By signing the last page of this application, I certify that I meet the above requirements and understand that I will be required to pass a background check prior to my participation in the Inver Grove Heights Police Reserve program.

Auxiliary Aids and Assistance
If, due to a disability, you need assistance in completing an application or if you anticipate that you will need auxiliary aids or service in the selection process, please notify the Administration Department at (651) 450-2510 or (651) 450-2501 TTY.

Tennessen Warning

Information requested on your application that is defined by State Statute as public may be released on request and includes job history, education and training, rank on our eligibility list, relevant test scores, veteran's status, and work availability. Your name is private except when you are certified as eligible for appointment to a vacancy. Certain other information requested on your application is private and may be released only to you or to governmental entities authorized access by law (MS 15.165 Subd 2). Private data contained above:

NAME/SOCIAL SECURITY NUMBER: Used to identify you in relation to other applicants. You are legally required to provide your name, but not your social security number. Failure to provide this information may result in a delay in processing or rejection of your application.

LOCAL/PERMANENT ADDRESS/HOME TELEPHONE: Used to contact you regarding your application's status. You are not legally required to provide this information. Failure to provide this information may result in a delay in processing or notifying you of your application's status.

LICENSE INFORMATION: Used to certify applicants for positions where State law requires appropriate license. You are legally required to provide this information. Failure to provide this information may result in your rejection as an applicant for these positions.

AGE RANGE: Used to accurately certify applicants for certain types of work according to State law. You are legally required to provide this information. Failure to provide this information may result in rejection of your application.

CITIZENSHIP STATUS: Used to certify applicants for work in the United States as determined by laws of the United States Department of Labor and the State of Minnesota. Failure to provide this information may result in rejection of your application.

CONVICTION RECORD: Used to determine whether we may legally accept an application from you and to determine whether your record may be a job-related consideration. Failure to provide relevant conviction information may be grounds for dismissal.

READ THE FOLLOWING, SIGN AND DATE*

The City has the right to verify information provided in the application. I may be discharged if there are any misrepresentations on this application or my resume or made by me in an interview which may be discovered now or anytime in the future. False information or misrepresentation may also subject me to the penalty provisions of M.S. 43A.39. I declare that any statement in this application or information provided is true and complete and hereby acknowledge that I have read and I understand the information below.

DATE: _____ SIGNED: _____