



City of South St. Paul

Police Department

*William M. Messerich
Chief of Police*

Dear Applicant,

We are glad that you have chosen to apply to the South St. Paul Police Explorer program. This program is designed to prepare you for your future. We are excited to teach you many of the skills we use in law enforcement and hope that one day you will find the skills and lessons you learned will prepare you for whatever you aspire to do. Please make sure you hand in all of the items listed below:

- _____ Application
- _____ Disclosure of Police Contacts
- _____ Report Card (last one received.)
- _____ School Attendance Records (If your attendance is not on your report card, please locate a document that shows attendance.)
- _____ Copy of Driver's License

Since the Explorers may be exposed to information that is privacy protected, it is important we make sure our candidates are responsible and trustworthy. This is why criminal background checks will be completed by the South St Paul Police Department. The South St Paul Police Department will also check to make sure that, at the time of your application, you have a valid driver's license (if applicable). As part of the background, we will also contact the references and any employers listed on your application. In addition, the South St. Paul Police Department may ask any other person who has knowledge of an individual's behavior or character which may be relevant to acceptance into the Police Explorer program. Failure to disclose ANY police contacts on the Disclosure of Police Contacts page may result in immediate dismissal from the application process.

Please sign below if you agree to these terms. If you do not sign the form, we will NOT conduct a background, however, it shall disqualify you from being considered into the South St. Paul Police Explorer program.

Signed: _____ Date _____

Applicant's Guardian _____ Date _____
(if under 18)

Disclosure of Police Contacts

NAME: First _____ Middle _____ Last _____

Date of Birth (MM/DD/YYYY): _____

Police Contacts:

Date of Contact: _____ City and Agency of Contact: _____

Description Of Contact:

Date of Contact: _____ City and Agency of Contact: _____

Description Of Contact:

Date of Contact: _____ City and Agency of Contact: _____

Description Of Contact:

Date of Contact: _____ City and Agency of Contact: _____

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City and Agency of Contact: _____

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Date of Contact: _____

City and Agency of Contact: _____

Description Of Contact:

Date of Contact: _____

City and Agency of Contact: _____

Description Of Contact:



APPLICATION FOR EMPLOYMENT

SEASONAL/TEMPORARY

City of South St. Paul
 125 Third Avenue North
 South St. Paul, MN 55075

Dear Applicant:

We welcome you as an applicant for employment. It is our policy to provide equality of opportunity in employment. This policy prohibits discrimination on the basis of race, color, creed, religion, national origin, political affiliation, disability, public assistance status, marital status, sex, age (18 and over) or criminal convictions which are not related to the position you are applying for in all aspects of our personnel policies, programs, practices and operations. This policy applies to full, part-time, seasonal and temporary employment.

The position you are applying for is seasonal and/or temporary and is subject to hour and/or time limitations, programming needs, and city budget limitations.

Please complete the application in its entirety. Failure to provide the data required for this application may result in rejection of your application.

Job Applying for: _____

Date: _____

PERSONAL INFORMATION:

Name (Last, First, Middle):	
Street Address/City/State/Zip Code:	
Phone Number - Home:	Cell/Other:
Are you 16 years of age or older? <input type="checkbox"/> Yes - <input type="checkbox"/> No	
Are you 18 years of age or older? <input type="checkbox"/> Yes - <input type="checkbox"/> No	Valid Driver's License? <input type="checkbox"/> Yes - <input type="checkbox"/> No
Are you a U.S. Citizen, or legally eligible to work in the United States? <input type="checkbox"/> Yes - <input type="checkbox"/> No	

AVAILABILITY:

First date available to begin work: _____ / _____ / _____	Last date available to work: _____ / _____ / _____
Days available to work (Check all that apply):	
<input type="checkbox"/> All Day - <input type="checkbox"/> Mornings - <input type="checkbox"/> Afternoons - <input type="checkbox"/> Evenings - <input type="checkbox"/> Weekends - <input type="checkbox"/> Flexible, up to 40 hours	

EDUCATION/TRAINING:

Circle the highest grade completed?	High School 9 10 11 12	College 13 14 15 16	Graduate School 17 18 19 20+		
TYPES OF SCHOOL	NAME/ADDRESS OF SCHOOL		COURSE OF STUDY	DID YOU GRADUATE?	DEGREE RECEIVED
High School					
College/University					
Technical					

EDUCATION/TRAINING CONTINUED:

Labor/Maintenance Applicants: List any equipment use and/or experience, and applicable courses or other experiences which qualify you for the position:

Recreational Position Applicants: List any equipment use and/or experience, and applicable courses or other experiences which qualify you for the position:

W.S.I. and Lifeguard Applicants: List other courses and/or experiences which qualify you for the position:

Current Certifications (check all that apply): First Aid - Red Cross Lifeguard - CPR - CPR/PR - WSI
 Others, List:

Wakota Arena Applicants: List any equipment use and/or experience, and applicable courses or other experiences which qualify you for the position:

Other Applicants: List any equipment use and/or experience, and applicable courses or other experiences which qualify you for the position:

JOB-RELEVANT VOLUNTEER OR UNPAID WORK EXPERIENCE:

Kind of Experience	Work Performed	Dates	
		From	To

EMPLOYMENT HISTORY:

Please list past employers beginning with your most recent employment.

PRESENT OR LAST EMPLOYER		ADDRESS/CITY/STATE	
SUPERVISORS NAME & TITLE		PHONE NO.	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/> REASON:
DATES EMPLOYED (MO/YR) FROM _____ TO _____	HOURS WORKED PER WEEK	JOB TITLE	
REASON FOR LEAVING			LAST SALARY
SPECIFIC DUTIES			
PRIOR EMPLOYER		ADDRESS/CITY/STATE	
SUPERVISORS NAME & TITLE		PHONE NO.	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/> REASON:
DATES EMPLOYED (MO/YR) FROM _____ TO _____	HOURS WORKED PER WEEK	JOB TITLE	
REASON FOR LEAVING			LAST SALARY
SPECIFIC DUTIES			
PRIOR EMPLOYER		ADDRESS/CITY/STATE	
SUPERVISORS NAME & TITLE		PHONE NO.	MAY WE CONTACT? YES <input type="checkbox"/> NO <input type="checkbox"/> REASON:
DATES EMPLOYED (MO/YR) FROM _____ TO _____	HOURS WORKED PER WEEK	JOB TITLE	
REASON FOR LEAVING			LAST SALARY
SPECIFIC DUTIES			

REFERENCES: (List two (2), excluding former employers or relatives)

NAME AND OCCUPATION	ADDRESS/CITY/STATE	PHONE NUMBER

OTHER INFORMATION:

Have you previously worked for the City of South St. Paul? <input type="checkbox"/> Yes - <input type="checkbox"/> No	If yes, Date(s): _____
	Position(s): _____
	Supervisor(s): _____

The City of South St. Paul conducts criminal history background checks on all temporary and seasonal employees. All employment offers are conditioned upon passing a criminal background check. Convictions are not an automatic bar to employment. Each case is considered on its individual merits and the type of work sought. However, making false statements or withholding information will cause you to be barred from employment, or removed from employment.

I hereby certify that all answers to the above questions are true and I agree and understand any false statements contained in this application may cause rejection of this application or termination of employment. I authorize that a transcript may be requested where necessary to verify any education record. In accordance with Minnesota Data Practices Act (M.S. 15.165) I have been informed of and understand my rights as a subject of data.

I understand that if I am employed by the City, my position is temporary or seasonal in nature and may be discontinued at the discretion of the employer.

Applicant's Signature

Date

NOTICE TO APPLICANT

The Minnesota Government Data Practices Act (Minnesota Statutes 13.01-13.88) has two sections that affect applicants seeking employment with the City.

First, under "Rights of Subjects of Data", (MN 13.04) when an applicant is asked to provide personal data, the City must advise you of:

- The purpose and intended use of the data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequence arising from your supplying or refusing to supply the data; and
- The identity of other persons or organizations authorized by State or Federal Law to receive the data you provide.

Second, under "Personnel Data", (MN Statute 13.43) the following data as an applicant for employment by a public agency is automatically public:

- Your veteran's status;
- Your job history;
- Your education and training;
- Your relevant test scores;
- Your rank on our eligibility list; and
- Work availability

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or are considered by the appointing authority to be a finalist for a position in public employment.

If you are hired, the following additional data about you will be public:

- Your name;
- Your city and county of residence;
- Your actual gross salary, salary range and actual gross pension;
- The value and nature of employer paid benefits, including the basis for and the amount of any added remuneration to your salary;
- Your job title and job description;
- The dates of your first and last employment with us;
- The status of any written complaints or charges against you while you work for the City of South St. Paul, and whether or not they resulted in disciplinary action;
- Your work location and work telephone number;
- Your education and training background;
- Honors and awards you have received;
- Time sheets or other comparable data that are only used to account for your work time for payroll purposes; and
- Your previous work experience.

All data concerning you, which is placed in your personnel file and which is not listed above is private data. This private data will be available to you and to those members of City staff needing it to process City records. In addition, the following persons or organizations are authorized by State and Federal Law to receive this data if they so request:

- The Bureau of Census
- Federal, State and County Auditors
- The State Department of Public Welfare
- The Department of Human Rights
- Federal Officials investigating compliance of Affirmative Action and Equal Employment Opportunities
- Labor Organizations and the Bureau of Mediation Services
- Data may also be made available through court order

The data you provide is needed to identify you and to assist in determining your suitability for the position for which you are applying.



City of SSP Affirmative Action Form

Applicant Voluntary Self-Identification of Gender and Race/Ethnicity

The City of South St. Paul, as an employer/government contractor, complies with government regulations and affirmative action responsibilities. To assist with government record keeping, reporting and other legal requirements, we ask you to answer the questions below.

Providing this information is voluntary and in no way affects the decision regarding your application for employment. This information will not be kept with your application and will be used only in accordance with the state and federal regulations.

Please answer the following questions:

Name: _____ Date: _____

Position applying for: _____

What is your gender? Male Female

What is your race/ethnicity? *Mark one box.*

- African American (Black)
- American Indian/Alaskan Native
- Asian or Pacific Islander
- Caucasian (White)
- Hispanic
- Other: _____

How did you learn about this position?

- Employer Website
- Newspaper Ad
- Educational Institution
- Employee Referral
- Rehire
- Walk In
- Other: _____