



## Wayzata Police Department *CSO Employment Application*

**Personal Information:**

Last Name	First Name	Middle Name	
Street Address	City	State	Zip
Home Phone	Email	Driver License Number	

**Employment History:**

Beginning with your most current job, list your employment history for the past ten years

Employer #1	Position	From:
Supervisor	Phone	To:
Employer #2	Position	From:
Supervisor	Phone	To:
Employer #3	Position	From:
Supervisor	Phone	To:
Employer #4	Position	From:
Supervisor	Phone	To:

**Residences:**

Beginning with your most recent residence, list your resident history for the past ten years

Street Address	From (Month and Year)
City, State, Zip	To
Street Address	From (Month and Year)
City, State, Zip	To
Street Address	From (Month and Year)
City, State, Zip	To
Street Address	From (Month and Year)
City, State, Zip	To

**References:**

Last Name	First Name	Initial	Home Phone
Street Address	City	State, Zip	Work Phone
Last Name	First Name	Initial	Home Phone
Street Address	City	State, Zip	Work Phone

**Education:**

School:	From: (Month and Year)
Street Address	To:
City, State, Zip	Degree or Diploma Obtained
School:	From: (Month and Year)
Street Address	To:
City, State, Zip	Degree or Diploma Obtained
School:	From: (Month and Year)
Street Address	To:
City, State, Zip	Degree or Diploma Obtained
School:	From: (Month and Year)
Street Address	To:
City, State, Zip	Degree or Diploma Obtained

Are you eligible to work in the United States in the position which you are applying?  
*(Proof of citizenship or work eligibility will be required as a condition of employment)*

Yes  No

Are you at least 18 years old?

Yes  No

Have you ever been convicted of a crime? If yes, attach explanation.

Yes  No

Do you currently possess a valid driver's license? If no, attach an explanation

Yes  No

Do you possess a Minnesota POST Board license? (# \_\_\_\_\_ )

Yes  No

Are you eligible to be licensed by the Minnesota POST Board?

Yes  No

Are you able to lawfully carry a firearm in Minnesota?

Yes  No

Do you wish to apply for the Veterans' Preference points?

Yes  No

*If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Wayzata by the application deadline of the position for which you are applying.*

Where did hear about this job opportunity?

Successful applicants must complete:

- Oral Interview
- Background Investigation
- Field Training Program

**Skills and Experience:**

Please write or print (do not type) a short autobiographical history. Include any experiences or skills relevant to the position.

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**List any current licenses, registration, or certificates you possess which may be related to this position:**

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**Authorization:**

I certify that all information I have provided in this application for employment is true and complete to the best of my knowledge. Any misrepresentation or omission of any fact in my application, resume or any other materials, or during any interviews, can be justification for refusal of employment, or if employed, will be grounds for dismissal, regardless of length of employment or when the misrepresentation or omission is discovered.

I acknowledge that I have received a copy of the job description summary for the position/s for which I am applying. I further acknowledge my understanding that employment with the City of Wayzata is “at will,” and that employment may be terminated by either the City of Wayzata or me at any time, with or without notice.

With my signature below, I am providing the City of Wayzata authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered “No” to the question, “May we contact your current employer?”, contact with my current employer will not be made without my specific authorization.

I further understand that criminal history checks may be conducted (after I have been selected for an interview, in the case of non-public safety positions) and that a conviction of a crime related to this position may result in my being rejected for this job opening. I also understand it is my responsibility to notify the City of Wayzata in writing of any changes to information reported in this application for employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# VETERANS' PREFERENCE

**COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214 MUST BE ATTACHED (Veteran is defined by Minn. Stat. § 197.447)**

**DOCUMENTATION MUST BE RECEIVED BY THE APPLICATION DEADLINE OF THE POSTING IN ORDER TO BE CONSIDERED.**

You must submit a PHOTOCOPY of your "Member Copy 4" of your DD214 or other military documents to substantiate the service information requested on the form. Claims not accompanied by proper documentation will not be processed. For assistance in obtaining a copy of your "member Copy 4" of your DD214, contact your County Veterans' Service Office.

The City of Wayzata operates under a point preference system, which awards points to qualified veterans to supplement their application. Ten (10) points are granted to non-disabled veterans on open competitive examinations; Fifteen (15) points are awarded if the veteran has a service connected compensable disability as certified by the U.S. Department of Veterans Affairs (USDVA).

To qualify for preference for a **competitive exam**, you must have earned a passing score and been separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days, **or** by reason of disability incurred while serving on active duty, **or** after having served the full period called or ordered for federal, active

duty **and** be a United States citizen or resident alien. Veteran's preference may be used by the surviving spouse of a deceased veteran, who died on active duty or as a result of active duty, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

To qualify for preference on a **promotional exam**, a veteran must have earned a passing exam score and received a USDVA active duty service connected disability rating of 50% or more. For a promotional exam, a qualified disabled veteran is entitled to be granted five (5) points. Disabled veterans eligible for such preference may use the five points preference only for the first promotion after securing employment with the City of Wayzata.

Claims must be made on the form below and submitted with your application by the application deadline of the position for which you are applying. If the "Member Copy 4" DD214 is submitted to our office separate from this sheet, please attach a note with it indicating the position for which you are applying and your present address.

Name (Last)	(First)	(MI)	Social Security Number	Position For Which You Applied Closing Date:
Address (Street)	(City)	(State)	(Zip)	Phone Number
				Are you a US Citizen or Resident Alien? <input type="checkbox"/> YES <input type="checkbox"/> NO

**VETERAN (10 points):**

("Member Copy 4" of DD214 or DD215 must be submitted to receive points)

Honorably discharged veteran       Yes       No

**DISABLED VETERAN (15 points):**

("Member Copy 4" of DD214 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: \_\_\_\_\_%  
Have you ever been promoted within the City of Wayzata employment?       Yes       No

**SPOUSE OF DECEASED VETERAN (10 points or 15 if the veteran was disabled at time of death):**

("Member Copy 4" of DD214 or DD215, photocopy of marriage certificate, spouse's death certificate and proof veteran died on or as a result of active duty must be submitted to receive points. You are ineligible to receive points if you have remarried or were divorced from the veteran.)

Date of Death: \_\_\_\_\_      Have you remarried?       Yes       No

**SPOUSE OF DISABLED VETERAN (15 points):**

("Member Copy 4" of DD214 or DD215 and USDVA letter of disability rating decision of 10% or more must be submitted to receive points.)

How does Veteran's disability prevent performance of a stated job "requirement?" Due to the veteran's service-connected disability the veteran is unable to qualify for this position because (be specific):

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**AFFIDAVIT:** I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Wayzata by the required application deadline.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## INFORMATION REGARDING CLAIMING VETERANS' PREFERENCE

Cities use the 100 point veterans preference rating system for veterans or spouses of veterans who apply for jobs. If you qualify as a veteran under [Minnesota Statute 197.447](#) or are the spouse of a qualifying veteran, you *may* be able to claim Veteran's Preference points. (Veteran's Preference points will be applied to eligible applicants who meet the minimum qualifications for the job before the preference points are awarded. Ten points will be added for a veteran and fifteen points for a disabled veteran.)

To claim Veteran's Preference, the applicant must complete the Veterans' Preference portion of the application and include a copy of the appropriate, required documentation (see below) to prove eligibility. The documentation must be included in the application or submitted prior to the application closing date in order to be considered.

### Appropriate Documentation:

Veteran:

- "Member Copy 4" of the DD214 (separation from active duty)

Disabled Veteran:

- "Member Copy 4" of the DD214
- Summary of Benefits Letter from USDVA verifying a compensable service connected disability

Spouse of a Disabled Veteran

- Copy of marriage certificate verifying marriage (cannot be divorced or remarried)
- Veteran's "Member Copy 4" of the DD214
- Summary of Benefits Letter from USDVA verifying a compensable service connected disability, and a USDVA Statement of the Case or other documentation showing that the disability is related to the position requirements

Surviving Spouse of a Deceased Veteran

- Copy of marriage certificate verifying marriage (cannot be divorced or remarried)
- Veteran's "Member Copy 4" of the DD214
- Proof of death

Surviving Spouse of a Deceased Veteran (who was disabled at time of death)

- Copy of marriage certificate verifying marriage (cannot be divorced or remarried)
- Veteran's "Member Copy 4" of the DD214
- Summary of Benefits Letter from USDVA verifying a compensable service connected disability, and a USDVA Statement of the Case or other documentation showing that the disability was related to the position requirements
- Proof of death

For assistance in obtaining a copy of your DD214, or other documentation, contact your County Veterans Service Office. For your convenience we have included a link to the [Minnesota Department of Veterans Affairs and the Minnesota Association of County Veterans Service Officers](#).

## Applicant Data Practices Advisory

The Minnesota Government Data Practices Act (Minn. Stat. §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Wayzata. First, under “Rights of Subjects of Data” (Minn. Stat. § 13.04), when an applicant is asked to provide information about him/herself, 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 consequences 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” (Minn. Stat. §13.43) the following data on you 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 considered public information:

- Your name;
- Your employee identification number (which is not your Social Security number);
- Your actual gross salary, contract fees, salary range, and actual gross pension;
- The value and nature of employer paid benefits;
- The basis for and the amount of any added remuneration, including expense reimbursement, in addition to your salary;
- Your job title, bargaining unit (if applicable) 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 Wayzata, regardless whether or not they have resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation;
- Your work location and work telephone number;
- Your education and training background;
- Work-related continuing education;
- Honors and awards you have received;
- Payroll timesheets or other comparable data that are only used to account for your work time for payroll purposes: except to the extent that release of time sheet data would reveal employee’s reasons for the use of sick or other medical leave or other non-public data;
- Your previous work experience;

## Applicant Data Practices Advisory (continued)

- The “complete” terms of any settlement agreement (including buyout agreements) except that the agreement must include the specific reasons if it involves the payment of more than \$10,000 of public money; and
- Your badge number. This data is private if the candidate is applying for or is hired for an undercover law enforcement position.

All data concerning you which is placed in your personnel file and which is not addressed in statute as public data (see above listing) is private data. This private data will be available to you and those members of city staff needing it to process city records. In addition, the following persons or organization are authorized by state and federal law to receive this data if they so request in certain circumstances:

- 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.

**NOTICE REGARDING SOCIAL SECURITY NUMBER:** This information will be used for payroll taxes, insurance purposes, and retained in the employee’s data record.

**NOTICE TO MINORS:** Minors from whom private data or confidential data is collected have the right to request that parental access to the private data be denied.

If you have any questions regarding your rights as a subject of data, please contact the City of Wayzata Human Resources Department at address, City, MN Zip. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

**NOTICE REGARDING REQUEST FOR MARRIAGE CERTIFICATE FOR VETERANS’ PREFERENCE DOCUMENTATION:** This information will be used for documentation purposes for verifying marital status for requesting applicable spousal Veterans’ Preference credits.