



Wayzata Police Department

Employment Application

Return completed applications to:

Aurora Yager
Deputy City Manager
ayager@wayzata.org

City of Wayzata - Human Resources
600 Rice St. E
Wayzata, MN 55391

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:

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

Employment Eligibility:

- Are you eligible to work in the United States in the position which you are applying? Yes No
Proof of citizenship or work eligibility will be required as a condition of employment
- 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 and submit the enclosed form for Veterans’ Preference points and required documentation to the City of Wayzata by the application deadline of the position for which you are applying.

Skills and Experience:

- Please write or print a short overview of your yourself including your background experience and interest in the position. Include any experiences or skills relevant to the position.

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

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: veterans' preference points cannot be considered without supporting documentation. Attach copy of "member copy 4" veteran's dd214, or other documentation verifying service. **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 documentation verifying service to substantiate the services 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, or other documentation verifying service, 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. 10points are granted to non-disabled veterans on open competitive examinations; 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 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 once when applying for the first promotion after securing public employment.

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, or other documentation verifying service, 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)	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, or other documentation verifying service, must be submitted to receive points)

Honorably discharged veteran: Yes No

DISABLED VETERAN (15 points):

("Member Copy 4" of DD214, or other documentation verifying service, and USDVA Summary of Benefits Letter of disability rating decision of 10% or more must be submitted to receive points)

Percent of Disability: _____% Have you ever applied for promotion in public 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, or other documentation verifying service, photocopy of marriage certificate, spouse's death certificate and proof veteran is deceased 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, or other documentation verifying service, and US VA Summary of Benefits 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):

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

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.447, and to certain spouses of deceased or disabled veterans subject to the provision of Minn. Stat. §§ 197.447 and 197.455.

The veteran must:

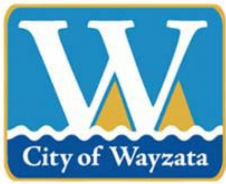
- a. be a U.S. citizen or resident alien;
- b. have received a discharge under honorable conditions from any branch of the U.S. Armed Forces; AND have either:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. have completed the minimum active duty requirement of federal law, as defined by CFR title 38, section 3.12a, i.e., having fulfilled the full period for which a person was called or ordered to active duty by the United States President, or
 - iv. certified service and verification of "veteran status" granted under U.S. PL 95-202.

Required Information/Documentation

The information provided will be used to determine your eligibility for veterans' preference points. You are required to supply the following information:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215, or other documentation verifying service. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions.
- 2) Disabled veterans must also supply a Military/United States Department of Veterans' Affairs Rating Decision that supports/verifies the fact that the injury was incurred while on, or as a result of, active duty service.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, or other documentation verifying service, USDVA verification that veteran died, a death certificate, verification of their marriage at the time of veteran's death, and that the spouse has not remarried.

Thank you for your military service and for your interest in employment with the City of Wayzata. 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](#).



Equal Employment/Affirmative Action Data

The purpose of collecting the data requested below is to comply with State and Federal Equal Opportunity Employment reporting and other legal requirements. This form will be filed separate from your application and it will not be used in our recruitment evaluation process. The following information is requested for reporting purpose only. Please note that your cooperation in providing the following data is voluntary and including or excluding any data will not affect any recruitment selection decisions.

Date: _____ **Position(s) applied for:** _____

Gender:

- Female
- Male
- A gender not listed
- Prefer not to say

Race/Ethnicity:

- American Indian or Alaskan Native
- African American/Black
- Asian
- Caucasian/White
- Hispanic or Latino
- Native Hawaiian or other Pacific Islander
- A race not listed (please specify) _____
- Prefer not to say

Disability status, defined as:

- Has a physical or mental condition that substantially or materially limits a major life activity (such as walking, talking, seeing, hearing or learning);
- Has a history of a disability (such as cancer that is in remission);
- Is regarded as having such an impairment.

Do you claim disability status? Yes No

How did you hear about the position for which you are applying?

- Indeed
- League of Minnesota Cities/GovernmentJobs.com
- POST Board
- Social Media (LinkedIn, Facebook, etc.)
- Wayzata Employee
- Other (please specify) _____

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
- 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;
- 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.

Applicant Data Practices Advisory (continued)

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.

With the exception of the optional data requested, the data you provide is needed to identify you and assist in determining your suitability for the position for which you are applying. The optional data is used in summary form by the city's Affirmative Action Program to monitor protected class employment and meet federal, state and local reporting requirements. Furnishing the optional data requested about you is voluntary.

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. **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.