

**City of Ramsey
Employment Opportunity
Temporary Lead Seasonal Worker – Seven Month Position**

The City of Ramsey is seeking individuals interested in working in the Public Works Department as a temporary lead seasonal workers. These are seven month lead positions. The primary objectives of these positions include: general maintenance of park grounds, trails, and buildings; mowing and trimming; pruning and planting trees or working on landscape projects; maintaining athletic fields; picking up trash; street maintenance; and utilities maintenance. This would also include guiding the seasonal workers on behalf of the Parks Supervisor Lead and Parks Superintendent. These are non-benefit eligible temporary AFSCME positions.

Minimum Qualifications:

- Must be at least 18 years of age
- Must possess a valid Minnesota commercial driver’s license (Class A or B) with air brake and tanker endorsements and have a good driving record
- Must be available to work the entire seven month period (April thru October)
- Must pass a criminal/driver’s history background check and pre-employment drug screen
- Experience in the operation and maintenance of related equipment required

This position is subject to D.O.T. random drug and alcohol testing

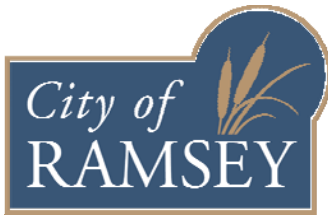
The schedule for these positions are Monday – Friday from 7:30 am to 3:30 pm beginning in April and running through approximately October. These are temporary positions and will not lead to regular employment.

The 2017 starting wage is up to \$16.91 per hour. To apply, visit our employment page at www.cityoframsey.com to download and print a City application packet, including the supplemental questionnaire. You must send application materials via US Mail or hand deliver to: The City of Ramsey, Human Resources, 7550 Sunwood Drive NW, Ramsey, MN 55303. Resumes alone will not be accepted in lieu of the City’s application packet. Questions can be directed to Sue Hurd at 763-433-9816 or by email shurd@cityoframsey.com

Application materials must be received by 3:00 p.m. on Friday, March 24, 2017

City of Ramsey’s Core Values

Ethics and Integrity, Fiscal Responsibility, Cooperation and Teamwork, Open and Honest Communications, Excellence and Quality in the Delivery of Services, Treating People with Respect and Fairness, and Adaptability and Continuous Learning.



**APPLICATION FOR EMPLOYMENT
CITY OF RAMSEY**

PERSONAL INFORMATION

Name _____ Email Address _____

Present Address _____
City _____ State _____ Zip Code _____

Permanent Address _____
City _____ State _____ Zip Code _____

Are you 18 years or older? Yes ___ No ___ Telephone _____ Cell: _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Required _____

Have you filed an application here before? Yes ___ No ___ If yes, give date _____

Have you been employed here before? Yes ___ No ___ If yes, give date _____

Referral Source: Ad (specify newspaper) _____ Walk in or other _____

Are you now employed? Yes ___ No ___ If yes, may we contact your employer? _____

Are you available to work: FULL-TIME ___ PART-TIME ___ TEMPORARY ___

List hours available _____

EDUCATION Name & Location #Years Attended Diploma/Degree Major/Area of Study

High School: _____

College/Trade: _____

Other _____

Special Skills and Qualifications _____

List licenses held relevant to employment: (e.g. Drivers License)

Type: _____ Number: _____ Class: _____ Expiration Date: _____

CRIMINAL HISTORY BACKGROUND CHECKS

All employment offers are conditioned upon the applicant passing a background check, which includes a criminal background check. Criminal convictions are not an automatic bar from employment. Each case is considered on its individual merits and the type of position sought.

EMPLOYMENT EXPERIENCE - Please list at least three employers (present or most recent employer first).
Attach additional sheet as necessary.

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

Employer	Dates Employed	From	To
Address	Telephone		
Job Title	Supervisor's Name		
Description of Duties			
Reason for Leaving	Hourly Rate	Start	Final

PROFESSIONAL REFERENCES (Examples: supervisor, professor/teacher)

Please list three professional references you have known for at least one year. Do not include friends or relatives.

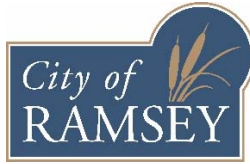
Name	Address	Telephone	Years	Relationship
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I authorize the investigation of all statements contained in this application for employment as may be necessary to determine my eligibility for employment. I certify that answers given herein are true and complete to the best of my knowledge and I understand that making false statements on this application or withholding information shall be grounds for disqualification or dismissal. I understand and agree that, if hired, my employment is for no definite period and may be terminated at any time.

Signature Date

***The City of Ramsey requires criminal background checks, motor vehicle checks, reference checks, physical examinations, and drug tests on finalists. An Equal Opportunity Employer. ***

****The original city application with signature must be received by the position closing date in order to be considered a valid application.****



Temporary Lead Seasonal Worker
Public Works Department

THIS MUST BE COMPLETED AND RETURNED WITH ALL YOUR APPLICATION PACKET MATERIALS

Name: _____

- 1) Are you at least 18 years of age? Yes No
- 2) Do you possess at least 2 years of paid working experience mowing grass? Yes No
- 3) Do you possess a valid Minnesota commercial driver's license (Class A or B with air brake and tanker endorsements and have a good driving record? Yes No
- 4) Are you available to work the entire seven month period? (April thru October) Yes No
- 5) Do you have paid work experience in the operation / maintenance of related equipment? Yes No

6) Which class of commercial driver's license to you have:

A B Date Obtained: _____

7) What endorsements do you currently possess?

Air Brakes Yes No Date Obtained: _____

Tanker Yes No Date Obtained: _____

HazMat Yes No Date Obtained: _____

8) How many years of paid working experience do you have with mowing grass?

No Experience 2 years 3 to 5 years 6 to 8 years 9+ years

9) What type of lawnmowers have you had experience with?

Push Mowers No Experience Less than 1 Year 1 to 3 years 4+ years

Riding Mowers No Experience Less than 1 Year 1 to 3 years 4+ years

Commercial Mowers No Experience Less than 1 Year 1 to 3 years 4+ years

10) Do you have any experience using a Bobcat?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

11) Do you have any experience in driving a single-axle or double-axle dump truck?

Single	Double	Both	
No Experience	Less than 1 Year	1 to 3 years	4+ years

Where Obtained: _____

12) Do you have any experience using chain saws?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

13) Do you have any experience flushing hydrants?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

14) Do you have any experience with streets maintenance?

No Experience Less than 1 Year 1 to 3 years 4+ years

Where Obtained: _____

15) Do you have a preference in which of the following departments to work in?

Parks	Yes	No	Any Department
Streets	Yes	No	
Utilities	Yes	No	

I certify that all answers to the above questions are true and understand that any false information provided or omission of information from this supplemental application may be cause for rejection or immediate termination from employment.

Name

Date

JOB ACTIVITY REQUIREMENTS
Temporary Seasonal Lead Worker

Job activity requirements					
	Physical Activities	Very Important	Important	Slightly Important	Not Important
1	Standing	x			
2	Sitting			x	
3	Walking	x			
4	Lifting	x			
5	Pushing / Pulling	x			
6	Carrying	x			
7	Climbing		x		
8	Kneeling	x			
9	Crawling		x		
10	Crouching	x			
11	Bending at waist	x			
12	Reaching	x			
13	Handling Objects	x			
14	Repetitive Hand Motion		x		
15	Use of Arm Muscles over Extended Periods	x			
16	Use of Leg Muscles over Extended Periods	x			
17	Overhead Work		x		
18	Stationary desk or bench work			x	

This job requires employees to be able to lift and carry up to 74 pounds without assistance.

Job working conditions			
		Yes	No
1	Working Outdoors	x	
2	Working Indoors	x	
3	Operating forklifts or dangerous equipment	x	
4	Operating motor vehicles	x	
5	Providing work direction to other employees		x
6	Working with chemicals	x	
7	Working near fumes and vapors	x	
8	Driving a City vehicle or personal vehicle	x	
9	Driving is an essential function of this job	x	
10	Subject to random DOT drug and alcohol testing	x	

CITY OF RAMSEY

DATA PRACTICES ADVISORY

PLEASE READ THIS ADVISORY BEFORE COMPLETING THE ENCLOSED APPLICATION

As an applicant for employment with the City of Ramsey, you are being asked to provide information which will be used to evaluate your qualifications and suitability for employment.

Attached are several documents which ask for your signature and/or personal information about you. You are not legally required to supply any of the data requested. However, if you do not supply the requested information, the City will be unable to fully and adequately determine your suitability for employment which may reduce your chances for employment with the City.

The data which you are being asked to provide is defined as personnel data under the Minnesota Government Data Practices Act (the Act). Under the Act, personnel data, information collected because the person has or had an employment relationship with the City, is typically classified as public or private.

The following data on applicants for employment is public, and therefore accessible by the public upon request: veteran status, relevant test scores, rank on eligibility list, job history, education and training and work availability. As an applicant, your name is private data except when you are selected as a finalist for a position. The remaining data which you provide is generally classified as private data. A third party is entitled to access to private data only with your consent, or pursuant to a court order or a statutory provision.

If hired, the following personnel data is classified as public: name; actual gross salary; salary range; contract fees; job title; bargaining unit; education & training background; previous work experience; date of first & last employment; work location; work telephone number; badge number; honors & awards received; actual gross pension; job description; value/nature of employer paid benefits; the basis for and amount of any compensation in addition to salary including expense reimbursements; payroll time sheets (except information that reveals the reasons for the use of sick and/or medical leave); existence and status of complaints/charges against the employee, whether or not disciplinary action was taken; final disposition of any disciplinary action including the reasons for the action and data documenting the basis for the action; and, terms of an agreement settling any dispute arising out of an employment relationship.

The information submitted with your application for employment with the City of Ramsey may be conveyed to third parties to the extent that it is necessary to complete an employment background investigation or as otherwise allowed or required by law.

I HAVE READ, AND I UNDERSTAND, THIS DATA PRACTICES ADVISORY

APPLICANT'S SIGNATURE

DATE

**CITY OF RAMSEY
ELECTION OF VETERAN'S PREFERENCE**

Name: _____

Do you wish to claim veteran's preference? Yes No

Application for veteran's preference points

Eligibility:

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their training and experience examination results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points, you must:

1. Be 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, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

Instructions:

You must supply a copy of your DD214. Disabled veterans must also supply Form FL-802 or an equivalent letter from a service retirement board. Spouses applying for preference points must supply their marriage certificate, the Veteran's DD214 and FL-802 or death certificate.

Veterans preference application

Veteran: Self Spouse If spouse, veteran's name: _____

Branch of service: _____ Dates of Active Duty: from _____ to _____

Rank at discharge: _____ Type of Discharge: _____

Date of final discharge: _____ Service number: _____

Are you receiving or eligible for a military pension? Yes No

Do you have a compensable service-related disability? Yes No

Type of preference requested: Veteran Disabled Veteran
 Spouse of veteran Spouse of disabled veteran

Signature

Date

Please return this form with your application.

CITY OF RAMSEY
APPLICANT SURVEY

TO ALL APPLICANTS

The information requested in the following questions will not affect you as an applicant. The information will be used to gather statistics to complete reports, track the status of the Affirmative Action Plan for the City of Ramsey and to determine how effective our recruitment efforts are. We would appreciate your assistance in our efforts to ensure equal employment opportunity.

Providing this information is STRICTLY VOLUNTARY.

Title of position for which applying:_____

City and State in which you reside:_____

Your age:_____ Your sex:_____

What Race/Ethnic group do you consider yourself?

American Indian or Alaskan Native _____ Asian and Pacific Islanders_____

Black_____ Caucasian_____ Hispanic_____

Do you have a disability? ___ Yes ___ No

If yes, please identify:_____

If you wish to identify your veteran status, please complete:

___ Disabled Veteran ___ Vietnam Era Veteran

Referral Source: ___ Ad (please specify)_____

___ Ramsey Employee ___ Job Service ___ School

Other source:_____

Failure to provide this information will not jeopardize or adversely affect your consideration for employment. This information will not be used in the selection process for employment. Upon receipt by the City, this form will be kept in a confidential file separate from your application.