

# Application for Membership

We welcome you as an applicant with the Crosby Police Department – Reserve Division. It is the City of Crosby's policy to provide equal opportunity in all departments and programs. The City of Crosby will not discriminate on the basis of race, color, creed, age, religion, national origin, marital status, disability, sex, sexual orientation, familial status, status with regard to public assistance, local human rights commission activity, or any other basis protected by law.

Please furnish complete information, so we may accurately and completely assess your qualifications. You may attach any other information which provides additional detail about your qualifications for membership in the Crosby Police Department – Reserve Division. Please refer to the Applicant Data Practices Advisory for information regarding what is considered public and private information as an applicant, and if you are selected for the position, as a reserve officer.

## Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

## Please print in INK or type when completing this application

Are you a citizen of the United States? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 21 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If no, are you at least 18 years of age and enrolled in an accredited Law Enforcement/Criminal Justice education program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, what college/university?	

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(Do not write below this line office use only)

# Educational Information

<b>Circle the highest grade completed</b>			
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

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

# Employment Experience

List present or most recent employer first. Please note "see resume" is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

<b>Company</b>	Name of last supervisor	Last job title
Address	Start Date	End Date
City, State, Zip	Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving (be specific):		
Describe your work in this job:		

<b>Company</b>	Name of last supervisor	Last job title
Address	Start Date	End Date
City, State, Zip	Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving (be specific):		
Describe your work in this job:		

<b>Company</b>	Name of last supervisor	Last job title
Address	Start Date	End Date
City, State, Zip	Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving (be specific):		
Describe your work in this job:		

<b>Company</b>	Name of last supervisor	Last job title
Address	Start Date	End Date
City, State, Zip	Phone Number	May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for leaving (be specific):		
Describe your work in this job:		

## Unsalariated Experience

Describe any unsalaried or volunteer experience relevant to the position for which you are applying (you may exclude, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

# Military Experience

Did you serve in the U.S. Armed Forces?

Yes  No

Describe your duties:

# Professional References

These should be people in a position to discuss your qualifications for the membership. Include managers, directors, or supervisors under whom you worked. List people who know you well, preferably from a work environment. Do not use acquaintances or relatives

<b>Name</b>	Address	Phone
Occupation	City, State, Zip	Email

<b>Name</b>	Address	Phone
Occupation	City, State, Zip	Email

<b>Name</b>	Address	Phone
Occupation	City, State, Zip	Email

# Personal References

These should be people who are able to attest to your character and moral good standing for the membership. Include friends, colleagues, clergy, community leaders and Etc. List people who know you well, preferably from a personal environment. Do not use relatives.

<b>Name</b>	Address	Phone
Years Known	City, State, Zip	Email

<b>Name</b>	Address	Phone
Years Known	City, State, Zip	Email

<b>Name</b>	Address	Phone
Years Known	City, State, Zip	Email

# Authorization

I certify that all information I have provided in this application for membership is true and complete to the best of my knowledge. I agree and understand that any false statements or omission of information contained in this application or any supplemental materials I submit may disqualify me from further consideration for membership or result in immediate dismissal if discovered at a later date.

I acknowledge that I have received a copy of the duty description summary for the position/s for which I am applying. I further acknowledge my understanding that membership with Crosby Police Department – Reserve Division is “at will,” and that membership may be terminated by either the Crosby Police Department or me at any time, with or without notice.

With my signature below, I am providing the Crosby Police Department 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 will be conducted and that a conviction of a crime related to this position may result in my being rejected for membership. I also understand it is my responsibility to notify the Crosby Police Department in writing of any changes to information reported in this application for membership.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Equal Employment Opportunity Information

The information asked of you will be used to evaluate our overall efforts in reaching all segments of the population. The following information is VOLUNTARY and CONFIDENTIAL. This information is NOT A PART of the application file and is REMOVED from the application when received by our office. The City of Crosby appreciates your cooperation in our efforts to ensure affirmative action and equal opportunity.

Position(s) for which you are applying:

Gender:  Male  Female

With which racial/ethnic group do you identify?

- Black or African American
- Hispanic or Latino
- American Indian or Alaskan Native through Tribal affiliation or community recognition
- Caucasian/White
- Asian
- Native Hawaiian or other Pacific Islander
- Two or more races

Disability status, defined as:

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

Do you claim disability status?  Yes  No

# 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 Crosby. 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 Crosby, 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.

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 you 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.<sup>1</sup> Furnishing the optional data requested about you in 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 Crosby, City Clerk, 2-2<sup>nd</sup> St SW, Crosby, MN 56441. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**