



## City seeks Seasonal Part-Time Warming House/Ice Rink Attendants

The Mendota Heights Parks and Recreation Department is seeking energetic seasonal part-time warming house/ice rink attendants to assist skaters at Mendota Heights' three outdoor ice rinks. The outdoor ice rinks are located at Friendly Hills Park, Marie Park, and Wentworth Park.

If you have a desire to work with the public, can make commitment to a part-time schedule, and work with minimal supervision, you are encouraged to submit an application. Applicants need to be at least 16 years of age and pass a background check.

Warming house/ice rink attendants are responsible for:

- Opening and closing the warming house.
- Ensuring rules and policies are followed.
- Keeping the warming house neat and clean.
- Shoveling and clearing excess snow off of rinks.
- Perform other duties as assigned.



**Hours:** Hours vary, up to 20 hours per week, mid-December through early March (weather permitting). Starting hourly rate is \$9.50.

## City seeks Seasonal Part-Time Rink Flooders

The Mendota Heights Public Department is seeking energetic seasonal part-time Rink Flooders for Mendota Heights' three outdoor ice rinks. The outdoor ice rinks are located at Friendly Hills Park, Marie Park, and Wentworth Park.

If you have a desire to work with the public, can make commitment to a part-time schedule, and work with minimal supervision, you are encouraged to submit an application. Applicants need to be at least 16 years of age and pass a background check.

Seasonal Public Works Rink Flooder is responsible for:

- Safe operation of maintenance equipment
- Maintenance of the outdoor skating rinks which includes flooding and shoveling
- Clean-up and disposal of any debris found on rinks or in general area of rinks
- Perform other duties as assigned

**Hours:** Hours vary, up to 25 hours per week, Late- November through early March (weather permitting). Evenings and Weekend hours will be required. Starting hourly rate is \$9.75.

To apply call 651-255-1356 or download the application materials from our website at [www.mendota-heights.com](http://www.mendota-heights.com). Application materials are also available at Mendota Heights City Hall located at 1101 Victoria Curve, Mendota Heights, MN 55118.

All applicants must submit a city application to Human Resources by **4:00 p.m. on Monday, 11/07/16.**

EEO



1101 Victoria Curve | Mendota Heights, MN 55118  
 651.452.1850 phone | 651.452.8940 fax  
 www.mendota-heights.com

## Seasonal/Temporary Employment Application

We welcome your application for employment with the City of Mendota Heights. It will be considered with others for the position you specify. Our policy is to provide equal opportunity in employment, and to prohibit discrimination on the basis of race, color, sex, creed, religion, national origin, age, marital status, disability, political affiliation, or status with regard to public assistance. This policy applies to full-time, part-time, seasonal and temporary employment.

If, due to a disability, you need assistance in completing an application, or if you anticipate that you will need auxiliary aids or services in the selection process, please notify the Human Resources Coordinator at 651.255.1356.

Please furnish us with complete information. Your opportunity for employment may be reduced if your application is incomplete. We encourage you to attach any additional information which you believe qualifies you for the position. Any materials submitted in support of an application are not normally returned. Do not submit a document if it is your only copy. Applications must be received by or postmarked by the application deadline. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

**PLEASE PRINT IN INK OR TYPE**

Position for which you are applying or type of work in which you are interested in:

Date Available to work:

**Availability:** First date available to begin work: \_\_\_\_\_ Last date available to work: \_\_\_\_\_

**Days available to work (Check all that apply):**

All Day -  Mornings -  Afternoons -  Evenings -  Weekends -  Flexible, up to 40 hours

### Personal Information

Last Name			First Name			Middle Name			
Street Address				City/State				Zip Code	
Home Phone			Work Phone			Cell Phone			

E-mail address (if applicable)

### General Information

Are you 18 years of age or older? Yes  No  If no, state your date of birth:

Are you a United States Citizen, OR if not, do you have permission to work in this Country? Yes  No   
 (If hired, you will be required to provide documentation that you are eligible to work in the U.S.)

Have you been previously employed by the City of Mendota Heights? Yes  No  If yes, position(s) held and when:

Are you related to anyone currently working in any position (full-time, part-time, seasonal or appointed committee member) for the City? Yes  No  If yes, who? Relationship:

**Educational Information**

Circle the highest grade completed:

1 2 3 4 5 6 7 8  
Grade School

9 10 11 12 or GED  
High School

13 14 15 16  
Undergraduate

17 18 19 20+  
Graduate

**High School name & location:**

Name and location of college, university, technical/vocational/business schools	Course of study	Years attended	Degree, Diploma or Certificate received

List any relevant certificates, awards, correspondence courses, special courses, or special training you have taken:


**Military**

Branch of Service:	Length of Active Duty:	Rank at Discharge:
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Describe your duties and any special training:


**Licenses**

Do you have a valid Driver's License?

If yes, list the State it is from:

If relevant, list other current registrations, licenses or certifications you have:


**Employment History:**

Please give accurate, complete employment information for the past ten (10) years. List your present or most recent employer FIRST. **DO NOT USE "SEE RESUME" OR SIMILAR.** Attach additional sheets, if needed.

Employer:	Phone:	Dates Employed (MO/YR):	
Address:		From:	To:
City/State/Zip:		Total (Years/Months):	
Supervisor's Name & Title:		Hours worked per week:	
Your Title:		Last Salary:	
Primary Responsibilities:		Reason for Leaving:	
		May we contact?	
		If no, explain:	

Employer:	Phone:	Dates Employed (MO/YR):	
Address:		From:	To:
City/State/Zip:		Total (Years/Months):	
Supervisor's Name & Title:		Hours worked per week:	
Your Title:		Last Salary:	
Primary Responsibilities:		Reason for Leaving:	
		May we contact?	
		If no, explain:	

Employer:	Phone:	Dates Employed (MO/YR):	
Address:		From:	To:
City/State/Zip:		Total (Years/Months):	
Supervisors Name & Title:		Hours worked per week:	
Your title:		Last Salary:	
Primary Responsibilities:		Reason for Leaving:	
		May we contact?	
		If no, explain:	

Employer:	Phone:	Dates Employed (MO/YR):	
Address:		From:	To:
City/State/Zip:		Total (Years/Months):	
Supervisor's Name & Title:		Hours worked per week:	
Your Title:		Last Salary:	
Primary Responsibilities:		Reason for Leaving:	
		May we contact?	
		If no, explain:	

Have you ever been terminated from a previous employer?

If so, state the name and address of company, date of termination, and reason for termination. (Do not include lay-off or staff reduction.)

<b>Other Qualifications</b> (Summarize special job-related skills and qualifications acquired from employment, education or other experience).			
<b>Summary</b>			
Briefly summarize all of the reasons why you think you should be selected for this job.			
<b>References:</b> Please list 3 <b>supervisory</b> references ( <u>not relatives</u> ) that you have worked for and who can attest to your work qualities.			
<b>Name</b>	<b>Relationship to You</b>	<b>Occupation</b>	<b>Telephone Number</b>

### **Driver’s License Checks and Criminal History Background Checks**

The City of Mendota Heights conducts driver’s license checks and criminal history background checks on all regular full-time employees, part-time employees, and paid-on-call firefighters. Each applicant who successfully passes the oral interview of the recruitment selection process will be asked to complete authorization forms to authorize the City of Mendota Heights to conduct driving records and criminal record background checks.

Criminal history background checks for non-police positions, the City will look at the type of conviction and whether it is directly related to the job for which you are applying. Applicants for positions involving the care, contact and/or supervision of children may also be required to be fingerprinted and/or complete an authorization for Child Protection Worker Act (Minnesota Statutes 299C.61). Generally, this includes child abuse crimes, murder, manslaughter, felony level assault or any assault crime committed against a minor, kidnapping, arson, criminal sexual conduct, and prostitution-related crimes.

Before any applicant (other than applicants for positions within the police or fire department) is rejected on the basis of criminal conviction, he or she will be notified in writing and will be given any rights afforded by Minnesota Statutes Chapter 364. This includes the right to show evidence of rehabilitation.

## APPLICANT DATA PRACTICES ADVISORY

The Minnesota Data Practices Act (Minnesota Statutes §§ 13.01 – 13.90) includes two sections affecting applicants seeking employment with the City of Mendota Heights. First, under “Rights of Subject 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 identify of other persons or organizations authorized by State or Federal law to receive the data your 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;
- The status of written complaints or charges against you while you work for the City of Mendota Heights and whether or not they resulted in disciplinary action, the final disposition of any disciplinary action and supporting documentation.
- Your work location and work telephone
- 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 organizations 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 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.

**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 Mendota Heights Human Resources Department at 1101 Victoria Curve, Mendota Heights, MN 55118. This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.

**APPLICANT’S STATEMENT**

I certify that I have read the “**Data Practices Act Notice**”, regarding the MN Data Practices Act, and understand my rights as a subject of data. I authorize that a transcript may be requested where necessary to verify any education record. I hereby expressly authorize the collection, use and release of any and all information concerning me, which relates to my employment. I hereby release the City of Mendota Heights, with which I am seeking employment, from any liability which may result from releasing information requested. I also expressly authorize the release by my present and past employers, including its agents/employees of any and all information concerning my employment with them, in any form, oral or written, and I agree to hold harmless my present and past employers from any liability whatsoever arising out of its release of information pursuant to this release.

I understand that if offered a position, I may be required to submit to and pass a drug and/or alcohol screen. I may be required to submit to and pass a background investigation, credit check, psychological examination, a physical examination and a physical ability test if related to the position for which I am applying.

I hereby certify that all answers contained in this application are true and I agree and understand that any misrepresentation or omission of facts contained in this application will be grounds for disqualification for employment or in the event of employment, immediate dismissal from employment upon later discovery of any omission of facts or misrepresentations. By signing this form I hereby acknowledge I have read and understood the above statements. **Failure to sign this form may result in rejection of your application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Original signed application must be returned to:

City of Mendota Heights  
Human Resources  
1101 Victoria Curve  
Mendota Heights, MN 55118



# City of Mendota Heights

## Applicant Flow Survey

The City of Mendota Heights is an Equal Opportunity Employer in its recruitment and procedures. The information on this sheet is requested to help insure that our employment practices are fair and provide an equal opportunity. This data will be kept in a confidential file separate from your employment file and will not be given to staff members making the hiring decisions. It will be used by Human Resources to compile summary data for the purpose of completing necessary government reports relative to equal opportunity employment and for the City's use in monitoring its recruitment process.

Completion of this form is optional. Choosing not to complete it will in no way disqualify you from present or future employment.

Name: \_\_\_\_\_

Position applied for: \_\_\_\_\_

Gender:            \_\_\_\_\_ Female            \_\_\_\_\_ Male

Age Group:        \_\_\_\_\_ Under 18        \_\_\_\_\_ 18 – 39        \_\_\_\_\_ 40 - 65        \_\_\_\_\_ Over 65

Racial/Ethnic Group (check one):

\_\_\_\_\_ American Indian or Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Black or African American

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Native Hawaiian or other Pacific Islander

\_\_\_\_\_ White

\_\_\_\_\_ Other (Please specify): \_\_\_\_\_

How did you learn about this position?

\_\_\_\_\_ City of Mendota Heights website

\_\_\_\_\_ City of Mendota Heights City Newsletter

\_\_\_\_\_ League of Minnesota Cities website

\_\_\_\_\_ Other (Please specify): \_\_\_\_\_

Please include this form with your application or mail separately to:

City of Mendota Heights  
Human Resources Coordinator  
1101 Victoria Curve  
Mendota Heights, MN 55118

Thank you for your assistance.

**Rink Attendant Information Sheet (PLEASE FILL OUT COMPLETELY)**

1. Name: \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_
2. Address \_\_\_\_\_ Zip \_\_\_\_\_ email address \_\_\_\_\_
3. Will you be 16 or over by Dec. 1<sup>st</sup>? \_\_\_\_\_
4. Present High School/College attending: \_\_\_\_\_ Grade \_\_\_\_\_
5. Which Rinks are you able to work at? Please check all that apply. **(If you want more hours you should be willing to work at all parks.** Just checking one limits how many hours you will get.)

**Friendly Hills Park**, 2360 Pueblo Lane \_\_\_\_\_  
**Marie Park**, 1780 Lilac Lane \_\_\_\_\_  
**Wentworth Park**, 739 Wentworth Avenue \_\_\_\_\_

6. The warming houses are expected to open on Fri., Dec. 16th (weather permitting) Hours are:  
 Monday – Friday .....4:00 p.m. – 8:30 p.m.  
 Saturdays .....9:00 a.m. – 8:30 p.m.  
 Sundays .....12:00 p.m. – 6 p.m.  
 School Vacation Days .....12:00 p.m. – 8:30 p.m.  
 Christmas Eve.....12:00 p.m. – 4 p.m.  
 Christmas Day .....Closed  
 New Year’s Eve.....12:00 p.m. – 4:00 p.m.  
 New Year’s Day .....12:00 p.m. – 8:30 p.m.

7. Please indicate your availability on the following days using the following letters:  
**R** = Regular (can work this day on a regular basis): **N** = Never can work this day.

You can attach sports/school activity schedule or let me know if you work another job this day.  
 Weekday afternoons would only be on school out/break days.

**In order to be a rink attendant you need to be available to work at least one Friday or Saturday night per week (if needed) and one week day. Indicate your choices. You will get more hours if you check both. You must be able to work weekends if you are at college we can no longer hire for just a few weeks over break.**

Day	Mornings	Afternoons during school vacation days	Evenings
Monday	Not applicable		
Tuesday	Not applicable		
Wednesday	Not applicable		
Thursday	Not applicable		
Friday	Not applicable		
Saturday			
Sunday	Not applicable		

7. Please indicate your College or HS breaks dates: \_\_\_\_\_
8. Have you been a rink attendant for us before? (yes or no)\_\_\_\_\_ If yes, how many seasons? \_\_\_\_\_
9. Please indicate any dates you may need off for family/school holiday/vacation:  
 \_\_\_\_\_