

### **Library Intern, Virginia MN**

The City is seeking a motivated, detail oriented intern to assist the Virginia Public Library. The intern performs various duties as assigned for the operation of the library. General duties shall include interacting with the public at the circulation desks, answering phones and routing calls, processing library materials, shelving and other related duties. This position relies heavily on communicating with the public on a one-on-one basis thus strong verbal and written communication skills are required.

#### **Required Skills/Qualifications**

- Must have excellent knowledge of the alphabet and the numerical system with ability to sort and file alphabetically and numerically
- Strong verbal and written communication skills
- Ability to follow simple oral and written instructions
- Ability to perform light physical tasks
- Positive attitude towards public service work
- Self motivated
- Knowledge of and experience with computers and computer software
- Ability to maintain confidentiality of library records
- Completion/near completion of a Library Services or other related college curriculum requiring an internship/work experience to complete degree requirements preferred. One year or more of increasingly responsible experience working in a public Library setting preferred.

**IMPORTANT:** Resume and cover letter is required – please attach to your application.

Position is for summer of 2019, up to 40 hours weekly, primarily weekday, occasional evening, weekend or holiday hours. Flexible schedule based on programming needs and training.

To apply, please visit the City's website at [www.virginiamn.us/employment](http://www.virginiamn.us/employment) or pick up an Application Packet at City Hall, 327 1st Street South, Virginia MN 55792.

Return completed applications to Sherry Erickson, Human Resources, at [HR@virginiamn.us](mailto:HR@virginiamn.us) or drop off at City Hall. Position open until filled.

327 1<sup>st</sup> Street South Virginia, MN 55792  
Phone (218) 748-7500



[www.virginiamn.us](http://www.virginiamn.us)  
Fax (218) 749-3580

## APPLICATION FOR EMPLOYMENT

We welcome you as an applicant for employment with the City of Virginia. It is the City of Virginia's policy to provide equal opportunity in employment. The City of Virginia 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 employment in the position you seek. 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 an employee.

The City of Virginia accommodates qualified persons with disabilities in all aspects of employment, including the application process. If you believe you need a reasonable accommodation to complete the application process, please contact Sherry Erickson at 218-749-3578.

Please use ink, PRINT, and fill out this form completely. **A copy of your most recent resume must be attached along with at least three professional references.** All information contained on this application will be considered personal and confidential and used only in conjunction with your possible employment.

Position Desired \_\_\_\_\_ CHECK:  Part-Time  Full-Time  
 Temporary  Seasonal

Name FIRST MIDDLE LAST

Address \_\_\_\_\_ Date \_\_\_\_\_

City State Zip \_\_\_\_\_ Daytime Telephone \_\_\_\_\_

Email Address \_\_\_\_\_ Alternate Telephone \_\_\_\_\_

Are you legally eligible to work in United States in the position in 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

### EDUCATION & LICENSING

Last Grade of School Completed:  9  10  11  12 Post High School:  1  2  3  4  Grad School

Name and Location of High School: \_\_\_\_\_ Did you graduate or obtain a GED?  
 Yes  No

List College(s), University(s), Business, Trade, Technical, and/or Vocational School(s) attended: *Use back of application if additional space needed.*

Name and Address of School	Course of Study	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Diploma/Degree
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		<input type="checkbox"/> Yes <input type="checkbox"/> No	

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:

Do you have a driver's license?  Yes  No

If yes, what type?  A  B  C  D  Other  
**Please include copies of any certificates/endorsements.**

Received on \_\_\_\_\_

**EXPERIENCE**

List work history beginning with most recent experience first.

Name of Employer

Type of Business

Address

Phone

Dates Employed  
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?  
 Yes  No

Reasons for Leaving

Description of Job Duties

SELECT ONE:  
 Full-Time  Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Type of Business

Address

Phone

Dates Employed  
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?  
 Yes  No

Reasons for Leaving

Description of Job Duties

SELECT ONE:  
 Full-Time  Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

Name of Employer

Type of Business

Address

Phone

Dates Employed  
From To

Starting Title

Last Title

Name of Supervisor

May we contact now?  
 Yes  No

Reasons for Leaving

Description of Job Duties

SELECT ONE:  
 Full-Time  Part-Time

If Part-Time, avg. hrs per wk:

How many and what type of positions did you supervise?

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**UNPAID EXPERIENCE**

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Describe any unpaid 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)

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**MILITARY EXPERIENCE**

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Did you serve in the Armed Forces? Yes No

Do you wish to apply for Veterans' Preference points? Yes No

Describe your duties in the Armed Forces:

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*If you are applying for Veteran's Preference Points, you must complete the enclosed "Application for Veterans' Preference points", and submit the application and required documentation to the City of Virginia by the application deadline of the position for which you are applying.*

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**AUTHORIZATION**

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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 Virginia is "at will," and that employment may be terminated by either the City of Virginia or me at any time, with or without notice.

With my signature below, I am providing the City of Virginia 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 Virginia in writing of any changes to information reported in this application for employment.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CITY OF VIRGINIA

## 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 Virginia. 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 Virginia, 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 works 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. 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.

**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.

If you have any questions regarding your rights as a subject of data, please contact the City of Virginia 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.**

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Signature

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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. (VETERAN IS DEFINED BY MINN. STAT. § 197.447)**

**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 Virginia 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 Virginia.

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 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 Virginia 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 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, or other documentation verifying service, 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):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# CITY OF VIRGINIA

## Information Regarding Claiming Veterans' Preference

Preference points are awarded to qualified veterans as defined by Minn. Stat. § 197.477, 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:
  1. served on active duty for at least 181 consecutive days, or
  2. have been discharged by reason of service connected disability, or
  3. 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
  4. certified service and verification of "veteran status" granted under U.S. PL 95-202.

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

- 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.
- 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. Disability incurred while on, or as a result of, active duty for training purposes does not qualify for disabled veteran preference per Minn. Stat. §§ 197.455 and 197.447.
- 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 on or as a result of active duty, 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 Virginia. Please contact our office at (218) 748-7500 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

# CITY OF VIRGINIA

## 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 Virginia 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