

(507) 634-3881
(507) 634-4698 fax
www.cityofkasson.com

19 E. Main Street
Kasson, MN 55944

KASSON POLICE RESERVE APPLICATION



The Kasson Police Reserve welcomes you as an applicant. As an equal opportunity employer, the City of Kasson, the Kasson Police Department and the Kasson Police Reserve Unit considers applicants for all positions without regard to race, color, creed, age, religion, national origin, gender, disability, status with regard to public assistance, sexual orientation, marital or veteran status or any other legally protected status.

Application Guidelines

To ensure that your application will be accurately processed:

- Make sure the application is completed in its entirety. Incomplete applications may lose credit or be removed from further consideration. Resumes will not be accepted in lieu of a completed application.
- For jobs with an experience and training rating, your score will be determined by an evaluation of the job related experience and training you describe on the application form.
- Your application and all attachments become the property of the Kasson Police Department and will not be returned.

Personal Information

Date of Application _____

Last Name _____ First Name _____ Middle _____

Address _____ City _____ State _____ Zip Code _____

Telephone Number(s) – day / evening _____

Email address _____

Have you ever been employed with us before? (If so, when?) _____

Number of hours you are you available to work per week/month: _____

Date Available: _____ Are you over age 18? _____ Yes _____ No

Are you fluent in a language, including sign language other than English and if so which?: _____

Do you have any standing misdemeanor or felony convictions? _____ If yes, explain _____

DRIVERS LICENSE(s)

Driver's License #: _____ License Class (A,B,C,D) _____

State License Issued: _____ Expiration Date: _____

EDUCATION

Educational Institution	Name and Address of Institution	Course (Major/Minor)	Level of Education	Did you Graduate? (Y/N)	List Diploma or Degree Awarded
High School					
College					
College					
Other (Specify)					

Other Licenses

Please list any other licenses, registrations, certificates or professional memberships that are required or pertinent to the position for which you are applying. If this licensing, etc., is required for the position, and you fail to include a photocopy of it with your application form, your name will be removed from further consideration for the position. If this licensing is not required for the position but you feel it is relevant and may be an item for which we are awarding points, a photocopy must be included with your application for credit to be awarded.

License or Certificate	Licensing Agency	Expiration Date	License Number

Professional References

List people who know you well, preferably from a work environment and not an acquaintance or relative that you have known at for at least one year.

Name: _____ Address: _____
Daytime phone: _____ Occupation: _____

Name: _____ Address: _____
Daytime phone: _____ Occupation: _____

Name: _____ Address: _____
Daytime phone: _____ Occupation: _____

Other Information

Are you related to anyone within Kasson Police Department or the Kasson Police Reserve Unit?

Describe what you think the Kasson Police Reserve is/does and what you think you can do for the reserve unit.

Describe any medical training you might have (i.e. First Aid course, First Responder course, EMT, etc.)

Discuss the impact this will have on your family and your availability to work.

Please list any other volunteer organizations that you are involved with and your participation with that organization

Tennessee Warning

In accordance with the Minnesota Government Data Practices Act, the City of Kasson is required to inform you of your rights as they relate to the private information collected from you. Private data is information which is available to you, but not to the public; the personal information we collect about you is private. Minnesota Statutes 13.04 and 13.43 are two sections that govern what affects you as an applicant for employment at the City of Kasson. All data collected is considered private except for the following:

1. Your veteran's status
2. Relevant test scores
3. Your rank on our eligibility list
4. Your job history
5. Your education and training
6. Your work availability

Your name is considered private information; however, if you are selected to be interviewed as a finalist, your name becomes public information. The data supplied by you may be used for such other purposes as may be determined to be necessary in the administration of personnel policies, rules and regulations of the City of Kasson. Furnishing social security numbers, date of birth (unless a minimum age is required), sex, age group, and disability data is voluntary, but refusal to supply other requested information will mean that your application for employment may not be considered. Private data is available only to you, to appropriate city employees, and others as provided by state and federal law who have a bonafide need for the data. Public data is available to anyone requesting it and consists of all data furnished in the application for employment which is not designated in this notice as private data. Except for race, sex, age and disability data, the information you give us about yourself is needed to identify you and to assist the Kasson Police Department in determining your suitability for the position for which you are applying.

Applicant Certification

1. I certify that answers given herein are true and complete to the best of my knowledge.
2. I authorize investigation of any and all information which may concern my current and previous employment record, including results of state or federally mandated drug and/or alcohol tests. I hereby release my present and former employers to release job related information to the City of Kasson, or its agent on its behalf. However, I understand that if, in the Employment Experience section, I have answered "No" to the question "May we contact this employer?" contact with the employer will not be made without my specific authorization.
3. I understand that this application is not intended to be a contract of employment, and that any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time.
4. I understand the above statement "Tennessee Warning" regarding the Minnesota Government Data Practices Act (MN Statutes 13.04 and 13.43).
5. I certify that I am fully aware of the essential functions of the position for which I am applying and am capable of carrying them out with or without reasonable accommodations.
6. I understand that providing false information on this application may result in dismissal from any position gained on the basis of that false information.
7. I understand, acknowledge and agree that no offer of employment is valid or binding until formal approval by the City Council and that until such approval that the City shall not be liable for any reliance on any oral or written offers of employment made to me.

Signature of Applicant

Date

Please return this application to: Kasson Police Department, 19 E. Main Street, Kasson, MN 55944
(507) 634-3881, Fax (507) 634-4698 or email to police@kassonpolice.com

Veterans Preference

You are not required to supply this information, but we cannot award veteran points without it.

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.1. To be eligible for veteran's 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 be 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 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 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.

If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

Are you applying for veteran's preference points? _____ Yes _____ No

Supporting documentation: _____ is attached _____ will be submitted within 7 days.

Veteran: _____ self _____ spouse, if spouse, veteran's name: _____

Branch of service: _____ Period of Active Duty From: _____ to _____

Rank at Discharge: _____ Type of Discharge: _____

Date of Final Discharge: _____ Service No.: _____

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

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

Affirmative Action Applicant Information/Equal Employment Opportunity

Position applied for Kasson Police Reserve Unit

Gender: Male _____ Female _____ Age: _____

Racial/Ethnic Identification: If you are multi-racial, please choose one race you most closely identify with

_____ White

_____ Black/African-American

_____ Asian/Pacific Islander

_____ American Indian/Alaskan

_____ Hispanic

KASSON POLICE RESERVE PRE-SELECTION SCREENING & FIELD TRAINING PROGRAM

Thank you for your interest in the Kasson Police Department Reserve Unit. This unit is unique in that it incorporates public relations, fund raising (for the unit) and Law Enforcement activities.

If selected, this program will help you in your Law Enforcement awareness. It should help direct you on where your position in authority, working with officers as partners and working special events with other reserve members.

As a reserve, you will be asked to do many different duties for the unit; all are considered of equal importance to the unit. Food stand work, parades, festivals, and public relation issues need everyone's involvement as much as the ride along program. Without the involvement of members in each activity, the unit may not exist.

Whether your interest with the reserve is seeing how to help your community, or a stepping stone for a career towards Law Enforcement, this program is designed with all that in mind and will hopefully help in your pursuit in whichever direction is purposeful to you.

The ride along program is 32 hours long (four ride along shifts at 8 hours each). If selected for the Reserve unit, this will serve as part of your field training.

You will be evaluated at the end of each ride along; as far as what was shown to you and if you followed the procedure on what was shown or explained. At the end of the 32 hours, you will receive a final evaluation and at that time it will be determined if you may start to work special events, ride with other officers or to continue more hours with the designated training officers.

Remember to keep in mind that this program is a general overview. Each officer you ride with may have different ideas to what they feel comfortable allowing you to do. The best way for you to develop and grow as a partner, is to ask each officer what they expect at the start of the shift. This way there is no guessing as to your role as a partner.

We look forward to your completion of this program and wish you the best of luck. In no way does the completion of these hours constitute acceptance of your application onto the Kasson Police Reserve Unit as this is a part of the extensive evaluation process.