

## **LIBRARY AIDE POSITION AVAILABLE**

The City of Stewartville is accepting applications for the position of Library Aide. Duties include working at the circulation desk, helping with library programming and assisting the general public. Schedule and hours flexible for the right candidate.

Salary Pay Grade 6: \$18.44 - \$23.97

Hours: 20 hrs/week

Applicants can obtain an application at City Hall or from our website [www.stewartvillemn.com](http://www.stewartvillemn.com) under Employment Opportunities.

Please submit your application to City of Stewartville, 105 E 1<sup>st</sup> St., Stewartville or email to City Clerk, Cheryl Roeder – [croeder@stewartvillemn.com](mailto:croeder@stewartvillemn.com) by 5:00pm on July 31<sup>st</sup>.

Cheryl Roeder  
City Clerk

**CITY OF STEWARTVILLE**  
**105 East First St., Stewartville MN 55976**  
**Ph – (507)-533-4745**

We welcome you as an applicant for employment with the City of Stewartville, MN. Your application will be considered with others in competition for the position in which you are interested. It is the policy and intent of the City of Stewartville to provide equal opportunity employment to all persons. This policy prohibits discrimination because of race, color, sex, national origin, political affiliation, place of residence, marital status, sexual preference, status with regard to public assistance or disability, as is consistent with the City's policy of hiring a well-qualified person so as to maintain the high standards of public service required of all City employees. This policy applies to all phases of permanent and part-time employment by the City of Stewartville. Please furnish with us complete information as outlined in this application. You are encouraged to attach any additional information or materials, which you believe qualify you for the position for which you are applying.

**Part-time – Library Aide**  
**Application Due: July 31<sup>st</sup>**

**GENERAL INFORMATION**

<b>Last Name:</b>	<b>First Name:</b>		<b>MI</b>	
<b>Street Address:</b>	<b>City</b>	<b>State</b>	<b>Zip:</b>	<b>Cell No.</b>
<b>Email Address:</b>				

Are you under 18 years of age? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a United States Citizen? Yes \_\_\_\_\_ No \_\_\_\_\_

**Education /Training**

Current Grade in School 10 \_\_\_\_\_ 11 \_\_\_\_\_ 12 \_\_\_\_\_

**Driver's License Information**

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver's License #: \_\_\_\_\_

State of Issuance: \_\_\_\_\_ Class: \_\_\_\_\_ Expiration: \_\_\_\_\_

Have you had any moving violations in the last five (5) years? Yes \_\_\_\_\_ No \_\_\_\_\_

## Employment History

<b>Present or Last Employer:</b>			
Address:	City	State	Zip
Supervisor Title & Name	Phone #	May we Contact? Yes____ No____	
Dates of Employment	Hours Works/Week	Job Title	Last Salary or Hourly Wage
Reason for Leaving:			
Specific Duties:			

### Accommodations

Do you have any physical or health limitations that would require special or reasonable accommodations by the City: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the nature of the accommodation: \_\_\_\_\_

### Employment of Relatives

List any relatives currently employed by the City of Stewartville

Name	Relationship to You

### Personal References (Not former employees or relatives)

Name & Occupation	E-mail	Phone Number

## Tennessean Warning/Data Practices Notice to All Applicants

The Minnesota Government Data Practices Act requires that you be informed of the purposes and intended uses of the information you provided to the City of Stewartville during the application process or during employment. Any information about yourself that you provide will be used to identify you as an applicant and to assess your qualifications for employment with the City. If you wish to be considered for employment, you are required to provide the information requested in the Application for Employment. If you refuse to supply information requested by the City, it may mean your application will not be considered.

You are hereby advised that, under Minnesota law, the following information given by an applicant is considered to be public; veteran status, relevant test scores, rank on our eligible list; job history; education and training; work availability.

As an applicant, your name is considered private until you are certified as eligible for appointment to a position or when applicants are considered by the appointing authority to be finalists for a position with the City of Stewartville. "Finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

The data concerning you, which is placed in your application folder or in your personnel file and which is not listed as public, is private. This private data will be shared with you and those members of the City staff who need it to process the application, update your personnel record, evaluate your work performance and if you are handicapped, provide the necessary accommodations.

It may be shared with the following: persons authorized to have access to the information under State or Federal law; persons authorized by Court Order to have access to the information; and persons to whom you consent in writing to have access to the information.

With the exception of racial and ethnic data, the data you give us about yourself is needed to identify you and to assist in determining your suitability for the position for which you are applying. Racial and ethnic data is used in summary form by the City's Affirmative Action Program to monitor protected class employment and to meet Federal, State and Local reporting requirement. Furnishing racial and ethnic data about yourself, as well as your social security number, is voluntary.

I certify that answers herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in the Application for Employment as may be necessary in arriving at an employment decision. I understand that this application is not, and is not intended, to be a contract for employment.

In the event of employment, I understand that false or misleading information given in my application, or interview(s), may result in discharge. I understand also, that I am required to abide by all rules and regulations of the City.

I certify that I have read the "Notice to Application" regarding the Minnesota Data Practice Act (MN Statutes 1301-1390), and I understand my rights as a subject of data.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VETERAN'S PREFERENCE

The Minnesota Veteran's Preference Act grants veterans a limited preference over non-veterans in hiring and promotion of public employment.

To qualify for preference, you must have served on active duty in any branch of the Armed Forces of the United States for 181 consecutive days or more and have been honorably discharged; you must be a citizen of the United States and currently not receiving a monthly veteran's pension based exclusively on length of service; or be the spouse of a deceased veteran or of a disabled veteran who because of disability is unable to qualify.

The City operates under a point preference system which awards points to qualified veterans and spouses of deceased or disabled veterans. Five (5) preference points are granted for non-disabled veterans and spouses of deceased or disabled veterans at the initial selection phase or at the time of an open competitive examination, whichever is applicable. Ten (10) points are added if the veteran has a permanent service-connected compensable disability as certified by the Veteran's Administration. For promotional opportunities, five(5) points are granted to disabled veterans only (50% disability required) and these points apply only to the first promotion after securing City employment.

### ***Please Print***

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

Do you wish to claim a Veteran's Preference?       Yes       No

If yes, please check the preference you are claiming:

**Veteran** (defined as a person separated under honorable conditions who has served on active duty for a least 181 days or honorably discharged by reason of disability incurred while on active duty).

**Disabled Veteran** (a Veteran having a compensable service-connected disability as adjudicated by the U.S. Veterans Administration or the retirement board of one of the branches of the Armed Forces, and which is currently existing).

**Spouse of deceased veterans**

**Spouse of a disabled veteran**, who is unable to use preference due to disability.

You must also submit a copy of your DD214 or any other military document that can substantiate the service information requested on the form. **Claim not accompanied by proper documentation will not be processed.** Note: This claim will be separated from your application during the recruitment process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_