

## **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: \$17.62 - \$22.91

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 October 25, 2023.

Cheryl Roeder  
City Clerk

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

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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: October 25, 2023**

**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
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## 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: \_\_\_\_\_

**City of Stewartville**  
**Request for Background Screening Information**

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Background Screening May Include (but not limited to):

\*Civil & Criminal Record Check    \*Driver's License Check    \*Outstanding Warrants

Please attach a copy of your Driver's License

**Requested Information (please print)**

1. Applicants Name: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Driver's License, State Identification or Military ID: \_\_\_\_\_
4. Date of Birth: \_\_\_\_\_ 5. Phone # \_\_\_\_\_
6. Sex: M\_\_ F\_\_ 7. Maiden Name: \_\_\_\_\_
8. Prior Addresses: \_\_\_\_\_

**Release Information to:**

**I, the undersigned do hereby authorize the City of Stewartville to conduct a background screening as permitted by law.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Pass \_\_\_\_\_ Fail \_\_\_\_\_ Processed by \_\_\_\_\_ Date \_\_\_\_\_

## VETERANS PREFERENCE STATUS FORM

**Candidate Name (Print Please):** \_\_\_\_\_

The City of Stewartville has made a determination that the position for which you are applying may require application of the Veterans Preference Process. Please complete this form by following the three steps below and return with your application.

1. Print your name in the box above.
2. Answer the four questions that appear below.
3. Sign your name at the bottom of this page.

**NOTE:** Applicants who do not answer affirmatively on this form will have been considered to have waived their right to veterans preference status for which they otherwise may have been entitled. Please contact City Hall if you have any questions regarding this *Veterans Preference Status Form*.

- 1. Are you entitled to Veterans Preference status as defined by Minn. Stat. § 43A.11, subd. 6, and claiming veterans preference points?** Such an individual is generally defined as a United States citizen or resident alien who has left, under honorable conditions, any branch of the armed forces of the United States who has either served on active duty for 181 consecutive days, has been disabled while serving on active duty, or has active service as a reservist.

Yes \_\_\_\_\_ No \_\_\_\_\_

- 2. Are you a surviving spouse of a deceased veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes \_\_\_\_\_ No \_\_\_\_\_

- 3. Are you a disabled veteran as defined by Minn. Stat. § 43A.11, and claiming veterans preference points?** Such an individual is generally defined as a veteran who has a compensable service-connected disability as determined by the United States Veterans Administration or by the retirement boards of the several branches of the armed forces.

Yes \_\_\_\_\_ No \_\_\_\_\_

- 4. Are you a surviving spouse of a deceased disabled veteran meeting the definition above in question 1, and claiming veterans preference points?**

Yes \_\_\_\_\_ No \_\_\_\_\_

I declare under the penalties of perjury that I am the person making the claims contained in this document. The effect of this verification shall be the same as subscribed and sworn to under oath. (Minn. Statutes 1945, Sec. 471.38, as amended by Laws 1949, Chap.416)

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

\_\_\_\_\_  
Date