



305 East Luverne Street, PO Box 659 • Luverne, MN 56156 • P 507.449.2388 • F 507.449.5034 • www.CityOfLuverne.org

Dear Applicant,

Thank you for your interest with the City of Luverne!

Currently, we are accepting applications for Part-Time Shift Supervisors. Attached you will find an application packet. In order to be considered for the position, we require the entire application packet be filled out, signed, and returned to the City Clerk's office. You may submit your application packet via email, mail, fax, or personal delivery to the City Clerk's office.

If you have any questions about employment with the city or the application process, please contact my office.

Thank you,

/s/ Jessica Mead
City Clerk

**PT-Shift Supervisor
City of Luverne**

Job Title: Part-Time Shift Supervisor
Department: Luverne Area Aquatics & Fitness
Supervisor: Wellness Center Supervisor
Hours Worked: Non-exempt; Part-Time
Effective Date: March 12, 2014

DESCRIPTION OF WORK

General Statement of Duties: Performs technical work lifeguarding, enforcing regulations, providing instruction and assisting in the operation of the Luverne Area Aquatics & Fitness; performs related duties as needed.

Supervision Received: Works under the general and/or technical direction of the Wellness Center Supervisor and/or Senior Shift Supervisor.

Supervision Exercised: Provides work direction to Instructors and Lifeguards as a Leadworker.

TYPICAL DUTIES PERFORMED

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

- * Ensures the health and safety of the participants, lifeguards, and instructors; enforces Center policies and regulations.
- * Ensures that scheduled classes and specific activities are underway.
- * Performs duties of an instructor or lifeguard.
Performs routine maintenance of the tanning beds, exercise equipment, pool, spa, and facility.
Provides information to the public regarding pool programs, fitness center, exercise equipment, memberships, and activities in response to telephone or personal inquiries.
- * Maintains control and assumes responsibility in emergency situations; notifies the chain of command in the event of an emergency; notifies City Administrator.
Records daily readings of the filtration, recirculation, and heating equipment of the pools and spa.
Collects fees and assists in registration of swimming and water safety courses.
Opens and closes the facility when scheduled.
- * Provides work direction to part-time staff.
- * Assists in cleaning the facility and makes repairs and adjustments to equipment and facility as needed; reports more complex maintenance problems to the Wellness Center Supervisor.
Provide advice and assistance to patrons in weight training.
Instruct land and/or water aerobics.
Performs other duties as assigned or required.

(continued on next page)

KNOWLEDGE, SKILLS, AND ABILITIES

- * Considerable knowledge of swimming and water safety.
Working knowledge of swimming instructions.
- * Working knowledge of CPR and First Aid as it applies to pool rescue or a fitness facility.
- * Working knowledge of the chemicals, equipment, and routine maintenance of the pool and spa.
- * Considerable ability to promote the use of the Luverne Area Aquatics & Fitness.
- * Considerable skill in swimming and lifesaving including above average speed, endurance, and technique.
- * Considerable ability to communicate effectively and tactfully and to enforce pool and fitness center policies and regulations.
- * Considerable ability to be prepared, identify, and calmly handle emergency situations and recognize unsafe and hazardous situations.
- * Considerable ability to establish and maintain effective working relationships and organization with superiors, subordinates, and the general public.
- * Considerable ability to bend, crouch, or stoop, sometimes for long periods of time and to be able to see and hear to detect problems.
- * Considerable ability to use large motor skills to swim; rescue a victim; swim underwater; tow a victim; lift, drag, and carry a victim.
Working ability to maintain accurate and complete records and prepare clear and detailed accident reports.
- * Working ability to work weekends on a rotating basis.
- * Working ability to maintain the appropriate Red Cross credentials and required certification.
- * Considerable ability to work with and around irritants, fumes and pool chemicals as necessary.
- * Considerable ability to work in heated pool area (90 degrees).
Considerable ability to obtain certification as a weight trainer.

QUALIFICATIONS

Minimum Qualifications: Have ability to become certified in American Red Cross CPR For the Professional Rescuer, Standard First Aid, WSI, and Lifeguard Training. Ability to obtain a certified Pool and Spa Operator license within one year.

Desirable Qualifications: Prefer experience as a WSI and additional experience as a lifeguard including extensive public contact. Experience as a weight trainer and aerobic instructor also desirable.

Note: Asterisked items are essential to the job.

(These examples are intended only as illustrations of various types of work performed and are not necessarily all-inclusive. The job description is subject to change as the needs of the employer and requirements of the job change. The City of Luverne reserves the right to change and/or eliminate any and all job duties if needed.)

Application for Employment

We welcome you as an applicant for employment with the City of Luverne. It is the City of Luverne's policy to provide equal opportunity in employment. The City of Luverne 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 Luverne 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 City Clerk Jessica Mead at, 305 E Luverne Street, Luverne, MN or 507-449-9898.

Personal Information

Name:	(Last)	(First)	(MI)
Street Address			
City, State, Zip			
Phone Number		Alternate Phone	
Email			

Please print in INK or type when completing this application

Title of position applying for:	
Are you legally eligible to work in the United States in the position for which you are applying? <i>Proof of citizenship or work eligibility will be required as a condition of employment.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you at least 18 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Educational Information

Check the highest grade completed															
1 2 3 4 5 6 7 8 Grade School	9 10 11 12 GED High School	13 14 15 16 College/Technical	MA MS PHD JD Graduate												
Did you graduate: (Please check)	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>High School</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>College/Technical</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>Graduate JD</i>												

School Name	Address	Course of study	Degree
High School:			
College:			
Graduate School:			
Technical/Vocational:			
Other:			
Other:			

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:

Employment Experience

List all relevant experience for at least the past 10 years. List present or most recent employer first. Please note **“see resume”** is not an acceptable response for any entries on this application. Resumes will only be considered in addition to, but not in lieu of, this application.

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
May we contact this employer? Yes No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Company	Name of last supervisor	Hrs/Week
Address	Start Date	Starting Salary
City, State, Zip	End Date	Final Salary
Phone Number	Last job title	
Reason for leaving (be specific):		
Describe your work in this job:		
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Unsalariated Experience

Describe any unsalaried 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).

Military Experience

Did you serve in the U.S. Armed Forces? Yes No

Describe your duties:

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

If you answered "yes," you must complete the enclosed application for Veterans' Preference points, and submit the application and required documentation to the City of Luverne by the application deadline of the position for which you are applying.

Authorization

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

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

Signature

Date

Veterans' Preference

COMPLETE THIS FORM ONLY IF YOU ARE CLAIMING VETERANS' PREFERENCE

NOTE: COPY OF "MEMBER COPY 4" VETERAN'S DD214, OR OTHER DOCUMENTATION VERIFYING SERVICE, MUST BE ATTACHED (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 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, or have active military service certified under 38 U.S.C. § 106, and by the spouse of a disabled veteran who is unable to qualify because of the disability.

The City of Luverne 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 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 Luverne.

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

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 a compensable disability rating decision must be submitted to receive points)

Percent of Disability: _____%
Have you ever been promoted within the City of Luverne 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 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 a compensable service connected disability rating decision 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): _____

AFFIDAVIT: I hereby claim Veterans' Preference points for this examination and swear/affirm that the information given is true, complete and correct to the best of my knowledge. I hereby acknowledge that I am responsible to obtain the required Veterans' Preference verification documents and submit them to the City of Luverne by the required application deadline.

Signature

Date

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:
 - i. served on active duty for at least 181 consecutive days, or
 - ii. have been discharged by reason of service connected disability, or
 - iii. 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
 - iv. 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:

- 1) Attach a copy of the "Member Copy 4" of your DD214 or DD215. This copy must state the nature of discharge; i.e., honorable, general, medical, under honorable conditions. ("DD214 "Member-1" copy will not be accepted.)
- 2) 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.
- 3) A spouse of a deceased veteran, applying for preference points must supply their marriage certificate, the veteran's "Member Copy 4" DD214 or DD215, 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 Luverne. Please contact our office at (651) 281-1200 or your local County Veterans' Service Office, if you have any questions regarding veterans' preference.

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 Luverne. 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 Luverne, 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;

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 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.¹ 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.

If you have any questions regarding your rights as a subject of data, please contact City Clerk Jessica Mead , 305 E Luverne Street, Luverne, MN or 507-449-9898. **This information is subject to change consistent with subsequent amendments to the Minnesota Government Data Practices Act.**

I declare that I have read and understand the information given above regarding the Minnesota Data Practices Act.

Date: _____

Applicant Signature: _____

B.2. Please describe your experiences in a supervisory position. Please use additional sheets if necessary.

<u>Employer</u>	<u>Job Title and Duties</u>	<u>Full or Part-Time</u>	<u>From</u>	<u>To</u>

B.3. Please describe experiences you have had dealing with the public. Please use additional sheets if necessary.

<u>Employer</u>	<u>Job Title and Duties</u>	<u>Full or Part-Time</u>	<u>From</u>	<u>To</u>

