



124 North Broadway, Crookston, Minnesota 56716  
Telephone 218-281-1232 Fax 218-281-5609

Date: January 22, 2010  
To: Crookston Daily Times, Valley Shopper & Job Service  
From: Tina Trostad  
Re: Help Wanted Ad

Please run the following help wanted ad on January 25 & 28 in the Crookston Daily Times, and on January 30<sup>th</sup> in the Valley Shopper.

**Janitorial Help Wanted:** The City of Crookston is seeking part time help for janitorial services for two office buildings. This job will pay \$10.00 per hour. Hours worked will be split between the two buildings five days a week, for approximately two hours a day. Pick up an application form at City Hall, 124 N. Broadway, call 218-281-1232 to have one mailed to you or it is available online at [www.crookston.mn.us/employment](http://www.crookston.mn.us/employment). Application deadline is Wednesday, February 10<sup>th</sup> at 4:00 p.m. **EOE/AA**



124 North Broadway, Crookston, Minnesota 56716  
Telephone 218-281-1232 Fax 218-281-5609

January 25, 2010

Dear Applicant,

Thank you for your interest in employment with the City of Crookston. The City of Crookston will hire janitorial staff for two City owned buildings; the Police Department located at 321 West Robert Street, and at the Valley Technology Park (VTP) building located behind UMC on County Road 71. The hours of work are to begin after 4:30 p.m. for both of the buildings.

It is expected that the VTP will require a cleaning schedule of 2 days a week (Tuesdays and Thursdays) with 2 hours each day for a total of 4 hours of cleaning per week. It is expected that the Police Department building will require cleaning 3 days per week (Mondays, Wednesdays and Fridays) at 2 hours per day for a total of 6 hours per week. The hours and days of work can be coordinated with each building's administrator.

Attached you will find an Application Form. Please fill out the Application Form completely and sign it. Applications must be returned to City Hall by 4:00 p.m. on Wednesday, February 10, 2010. Applications can be mailed, faxed, or hand delivered. Send the required application information in attention to Tina at City Hall, 124 N. Broadway, Crookston, MN 56716. The fax number is 218-281-5609. If you have questions or inquiries, contact Tina at 218-281-1232.

### **GENERAL REQUIREMENTS OF WORK:**

This position has the responsibility of assuming the general janitorial duties at Crookston's Police Department and the Valley Technology Park building. The employee must have a good working knowledge of general cleaning and janitorial practices. These responsibilities include general cleaning to be performed daily: Mondays, Wednesdays and Fridays at the Police Department and Tuesdays and Thursdays at the VTP. The person(s) who perform these responsibilities must be available, as a rule, five days a week. The employee must have the ability to deal tactfully and courteously with the public and other employees during the performance of their cleaning duties. There will be other duties that may arise from time to time that are associated with general good cleaning and janitorial practices that are not listed herein that may be necessary to add to the list of cleaning responsibilities. These items will be discussed at the time that they arise and mutually agreed upon as part of normal cleaning and janitorial service.

### **SPECIFIC JANITORIAL DUTIES AT THE VALLEY TECHNOLOGY PARK (VTP)**

**(Tues. & Thurs.):**

The following work responsibilities and job duties are listed in order to fulfill the VTP's janitorial needs:

- 1.) Empty wastebaskets.
- 2.) Vacuum carpets in front office area.
- 3.) Vacuum carpet in back hallway.
- 4.) Vacuum floor rugs in front.
- 5.) Clean restrooms, fill soap dispensers, and replace paper products.
- 6.) Sweep and mop tile in front office area, kitchen area, front entry and restrooms.
- 7.) Wash windows in cubicles, exterior windows and doors as needed.
- 8.) Dust or wipe hard surfaces in common areas.
- 9.) Wipe down drinking fountains as needed.
- 10.) Change florescent light bulbs as needed.

### **SPECIFIC JANITORIAL DUTIES AT THE POLICE DEPARTMENT (Mon., Wed., & Fri.):**

Due to confidentiality issues, a background check is required of anyone cleaning the Police Department.

The following work responsibilities and job duties are listed in order to fulfill the Police Department's janitorial needs:

- 1.) Collect trash from trash cans, change trash bags as needed.
- 2.) Vacuum carpets.
- 3.) Clean the restrooms, fill soap dispensers, and change toilet paper and hand towels as needed.
- 4.) Sweep basement floor and mop it weekly.
- 5.) Clean front windows as needed.
- 6.) Dust and clean counter tops and certain table tops as needed.
- 7.) Sweep the garage floor weekly.
- 8.) Clean the sub-basement floor monthly.
- 9.) Change florescent light bulbs as needed.

# Application for Employment

**CITY OF CROOKSTON**  
 124 N. Broadway, Crookston, MN 56716  
 218-281-1232

PLEASE PRINT

Please do not put "see resume" instead of filling in the required information on this application. Your signature at the end certifies that the information on the application is correct. Improperly filled out applications are not considered by the City of Crookston. Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the City Administrator.

Position(s) applied for: \_\_\_\_\_ Date of application \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ MIDDLE \_\_\_\_\_ Social Security #: \_\_\_\_\_

Address: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

Telephone # (\_\_\_\_) \_\_\_\_\_ Cell/Beeper/Other Phone # (\_\_\_\_) \_\_\_\_\_

If you are under 18, and it is required, can you furnish a work permit? .....  Yes  No  
 If no, please explain \_\_\_\_\_

Have you ever been employed here before? If yes, give dates and positions \_\_\_\_\_  Yes  No

Are you legally eligible for employment in this country? .....  Yes  No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Type of employment desired  Full-Time  Part-Time  Temporary  Seasonal  Educational Co-Op

Are you able to meet the attendance requirements of the position? .....  Yes  No

Have you ever pled "guilty" or "no contest" to, or been convicted of a crime? .....  Yes  No

If yes, please provide date(s) and details  
ANSWERING "YES" TO THESE QUESTIONS DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT. FACTORS SUCH AS DATE OF THE OFFENSE, SERIOUSNESS AND NATURE OF THE VIOLATION, REHABILITATION AND POSITION APPLIED FOR WILL BE TAKEN INTO ACCOUNT.

Driver's license number \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

## Employment History

Provide the following information of your past three (3) employers, assignments or volunteer activities starting with the most recent.

FROM	TO	EMPLOYER	TELEPHONE # ( )
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE			
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING			
FROM	TO	EMPLOYER	TELEPHONE # ( )
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE			
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING			
FROM	TO	EMPLOYER	TELEPHONE # ( )
STARTING JOB TITLE/FINAL JOB TITLE		ADDRESS	
IMMEDIATE SUPERVISOR AND TITLE			
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING			
HOURLY RATE/SALARY		START \$ _____ PER _____	FINAL \$ _____ PER _____
EMPLOYER		TELEPHONE # ( )	
ADDRESS			
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING			
HOURLY RATE/SALARY		START \$ _____ PER _____	FINAL \$ _____ PER _____
EMPLOYER		TELEPHONE # ( )	
ADDRESS			
SUMMARIZE THE NATURE OF WORK PERFORMED AND JOB RESPONSIBILITIES			
MAY WE CONTACT FOR REFERENCE? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later			
REASON FOR LEAVING			
HOURLY RATE/SALARY		START \$ _____ PER _____	FINAL \$ _____ PER _____

### Skills and Qualifications

Summarize any training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying. \_\_\_\_\_

### Educational Background

NAME AND LOCATION	NUMBER OF YEARS COMPLETED	DID YOU GRADUATE?		COURSE OF STUDY
HIGH SCHOOL				
COLLEGE		MAJOR	DEGREE	
OTHER				

### References

NAME	TELEPHONE	NUMBER OF YEARS KNOWN
	( )	
	( )	
	( )	

### Applicant Statement

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete and correct.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause, preferably with a two week notice, and the employer reserves the same right to terminate my employment at any time, with or without cause, preferably with a two week notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied, oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the City Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**I AGREE to abide by and conform to the City of Crookston's rules and regulations. This includes a pre-employment background check and driving record check, as well as a mandatory pre-employment random drug test.**

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_