



2015 First Avenue, Anoka, MN 55303  
Phone: (763) 576-2700 Website: [www.anokaminnesota.com](http://www.anokaminnesota.com)

### NEW HIRES

### **NEW APPLICATION FOR 2021 SUMMER SEASONAL WORK**

Thank you for your interest in working as a Summer Seasonal Worker for the City of Anoka.

Enclosed you will find the required paperwork to apply for a position. These forms must be fully completed and submitted as one complete employment application to the City's **Administration Department**. Incomplete application will not be accepted. **Applications must be submitted by March 26, 2021.**

After the City's review of your application, if you are chosen for an interview, you will be contacted by the City. Please make sure that you provide a valid phone number and email address.

Please submit completed packet to:

Anoka City Hall  
**Administration Office-Rachel Dodge**  
2015 First Ave  
Anoka MN 55303

If it is more convenient to submit the application electronically, you may email it to [anokajobs@ci.anoka.mn.us](mailto:anokajobs@ci.anoka.mn.us)

Sincerely,

A handwritten signature in cursive script that reads "Rachel Dodge".

Rachel Dodge  
Office Assistant

Encl: Job Posting  
Summer Job Listing  
Position Wage Scales  
City Job Application & Supplemental Form  
Voluntary Self Identification Form

# City of Anoka

## Summer Seasonal Positions

The City of Anoka is now accepting applications for all summer seasonal positions. You must be a minimum of age 15 to be a Lifeguard. Some positions are open to minors age 16 or above, some areas of the Public Services and Golf Course require individuals to be at least 18 years of age. Individuals in all positions must be able to work outside in all weather conditions. Wage range for positions are dependent upon position (see City website for specific wage details).

**APPLICATION DEADLINE: 4:30 p.m. Friday, March 26, 2021**

### **CONDITIONS OF EMPLOYMENT**

Successful candidate must pass a criminal background check and pre-employment drug screen prior to beginning employment with the City of Anoka.

### **TO APPLY**

All applicants must submit a completed application packet. Application packets may be obtained from Anoka City Hall, by downloading from the City's website [www.anokaminnesota.com](http://www.anokaminnesota.com), or by calling 763-576-2740.

Application packets must be submitted to: City of Anoka-Administration Department, 2015 First Ave, Anoka MN 55303 or via email to [Anokajobs@ci.anoka.mn.us](mailto:Anokajobs@ci.anoka.mn.us) **The City does not accept Cover Letters or Resumes.**

AA/EOE

**SEASONAL WORKER PAYSCALE**  
*(remains effective until changed)*

<b>ELECTRIC DEPARTMENT</b>		
Electric Lineworker Intern	Start	\$27.08
	After 1 year	\$28.08
	After 2 years	\$29.08
	After 3 years	\$30.08
	After 4 years	\$31.08

<b>GREEN HAVEN GOLF COURSE</b>		
Golf Maintenance, Golf Shop	Start	\$12.00
	After 1 year	\$12.75
	After 2 years	\$13.50
	After 3 years	\$14.25

<b>PUBLIC SERVICES MAINTENANCE</b>		
	Start	\$11.00
	After 1 year	\$11.75
	After 2 years	\$12.50
	After 3 years	\$13.25

<b>SEWER &amp; WATER MAINTENANCE</b>		\$17.00
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<b>AQUATIC CENTER</b>		
Cashier/Concessions	Start	\$9.65
	After 1 year	\$9.90
	After 2 years	\$10.15
	After 3 years	\$10.40
Lifeguard	Start	\$10.75
	After 1 year	\$11.50
	After 2 years	\$12.25
	After 3 years	\$13.00
Lifeguard Instructor: <i>*requires additional LGI certification</i>	Start	\$11.75
	After 1 year	\$12.50
	After 2 years	\$13.25
	After 3 years	\$14.00

<b>AQUATIC CENTER (Continued)</b>		
Swim Instructor	Start	\$11.50
	After 1 year	\$12.25
	After 2 years	\$13.00
	After 3 years	\$13.75
Swim/Dive Coach	Start	\$14.00
	After 1 year	\$14.75
	After 2 years	\$15.50
	After 3 years	\$16.25
Assistant Manager/Pool Operator-Maintenance	Start	\$14.00
	After 1 year	\$14.75
	After 2 years	\$15.50
	After 3 years	\$16.25

**WINTER SEASONAL  
Effective 11-01-2020**

<b>ICE RINKS</b>		
Ice Rink Attendant	Start	\$10.50
	After 1 year	\$10.75
	After 2 years	\$11.00
	After 3 years	\$11.75

<b>GREEN HAVEN GOLF COURSE</b>		
Ski Trail Groomer	Start	\$17.00
	After 1 year	\$17.25
	After 2 years	\$17.50
	After 3 years	\$18.00

UPDATED 11-01-2018

UPDATED 11-09-2018 (Ski Trail Groomer Wage change)

UPDATED 11-29-2018 (Ice Rink Attendants, to meet new 2019 minimum wage requirements)

UPDATED 03-27-2019 (added Pool Maintenance position)

UPDATED 03-02-2020 (Removed First Assistant Golf Professional Position)

UPDATED 11-01-2020 (Winter Seasonal Wage changes)

UPDATED 01-28-2021 (Summer Seasonal, changed Golf positions and added Swim/Dive Coach)

**\* One Season = One Year**

# CITY OF ANOKA SEASONAL JOB OPPORTUNITES

## INDICATE WHAT JOB YOU ARE APPLYING FOR

### ELECTRIC DEPARTMENT

- Electric Lineworker Intern:** Shovel ditches, assist line crew setting poles and transformers, run hand-lines, drag brush, assist with tree trimming, warehouse, underground locating and other duties that employee is familiar with.

### GREEN HAVEN GOLF COURSE

- Golf Maintenance:** mowing, trimming, raking, garbage.
- Golf Shop:** Pro Shop workers will take reservations, cashier, stock shelves, and clean store. Rangers will ensure golf games are moving smoothly, will assist patrons and assist in Pro Shop. Golf Cart staff will clean and park golf carts and assist Rangers.

- PUBLIC SERVICES MAINTENANCE.** Ball field maintenance, park maintenance, cemetery maintenance, street maintenance, mowing, landscaping, general public services duties.

- SEWER & WATER MAINTENANCE.** Gate valve locate, well house maintenance, painting, miscellaneous maintenance and repair.

### AQUATIC CENTER POSITIONS

- Cashier/Concessions:** Pool pass sales, daily admissions, clerical work, reports, sales of concessions and cleaning.
- Lifeguard:** Surveillance of patrons, provide emergency care and treatment as required until arrival of emergency medical services. Training, including First Aid and CPR Certificates are required. \*May be age 15 if certified.

*Lifeguard Instructors will be designated by the Recreation Manager. Lifeguard Instructors require an LGI certification.*

- Swim Instructor:** Instructs and evaluates students participating in swim lessons, responsible for safety of participants.
- Swim/Dive Coach:** : Coaches organize, direct, and administer swim/dive programs including, but not limited to: skill/technique instruction, communicate with participants and parents, and create a welcoming and collaborative swim/dive team environment. *Must maintain certifications in Lifeguarding, CPR with AED & First Aid, or become certified within a reasonable amount of time of starting the job.*
- Assistant Manager/Pool Operator-Maintenance:** Assists Recreation Manager in all facets of Aquatic Center operations.

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***DUE TO SEASONAL WORKLOAD, EMPLOYEES MAY BE REQUIRED TO  
WORK OR ASSIST IN OTHER SEASONAL POSITIONS OR  
DEPARTMENTS***

**CITY OF ANOKA  
SUPPLEMENTAL APPLICATION FORM**

**SEASONAL EMPLOYEE**

You must complete this form to be considered an applicant with the City of Anoka.

**Do not list “see resume” as a response.**

**APPLICANT NAME:** \_\_\_\_\_

**POSITION APPLYING FOR:** \_\_\_\_\_  
*Must use appropriate title from Seasonal Job Opportunities List*

Date you are available to start work: \_\_\_\_\_

Hours you are available to work: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.

Days of week you are available to work:

Sun            Mon            Tues            Weds            Thurs            Fri            Sat

List any dates (month/date/year) that you are NOT available to work during the season, such as vacation(s). This will not eliminate you from consideration. It will be used for scheduling purposes. You must indicate days you are not available or time-off request may be denied.

\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_

**FOR POSITIONS IN ELECTRIC, GOLF, PUBLIC SERVICES, AND  
SEWER & WATER, ANSWER THE FOLLOWING:**

Do you have a valid Driver’s License?            Yes            No

Do you have a CDL License?            Yes            No

**FOR POSITIONS AT AQUATIC CENTER, ANSWER THE FOLLOWING:**

How many hours per week can you commit to working? \_\_\_\_\_

**If applying for Cashier/Concessions, answer the following:**

Do you have experience using a cash register?            Yes            No

**If applying for Lifeguard position, answer the following:**

Do you hold a current Lifeguard Training (01) Certificate?	Yes	No
<i>If no, are you interested in taking the certification course?</i>	Yes	No
Do you hold a Certificate in First Aid and CPR?	Yes	No
Do you hold a Lifeguard Instructor (LGI) Certificate?	Yes	No

**If applying for Swim Instructor position, answer the following:**

Do you hold a current Water Safety Instructor Certificate?	Yes	No
Do you hold a Certificate in First Aid and CPR?	Yes	No
Are you at least 16 yrs of age (Red Cross requirement)?	Yes	No

**I certify that all answers to the above questions are true and correct and that any false information on or the omission of information from my application and/or Supplemental Form will be cause for rejection of this application and/or termination from employment, without notice or benefits.**

\_\_\_\_\_  
**Applicant's signature**

\_\_\_\_\_  
**Date**



# CITY OF ANOKA APPLICATION FOR EMPLOYMENT

For Office Use Only  
Date Received \_\_\_\_\_

2015 First Ave, Anoka MN 55303  
Website: [www.anokaminnesota.com](http://www.anokaminnesota.com) Phone: 763-576-2700

Position for which you are applying: Summer Seasonal/ \_\_\_\_\_

## PERSONAL INFORMATION

Last Name, First, Middle	Date
Street Address	Phone (including Area Code)
City, State, Zip	Alt Phone (including Area Code)

Were you previously employed by the City of Anoka? Yes No  
If yes, provide details: Dates \_\_\_\_\_ Position held: \_\_\_\_\_

Are you legally eligible for employment in the United States? Yes No

Do you have a valid Minnesota Driver's License? Yes No  
If yes, please list your Driver's License # \_\_\_\_\_

**FOR POLICE OFFICERS ONLY:** Have you even been convicted of or are you awaiting trial for a violation of the law, other than a minor traffic violation (Minor traffic violation such as a parking ticket)? Yes No  
**The fact that you are awaiting trial or have a record of conviction will not necessarily preclude you from employment.**

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

## EDUCATION AND TRAINING

Did you graduate from high school or receive a GED? Yes No

How many years of education have you had beyond high school? \_\_\_\_\_

Name of Technical, Community, College, University Attended	City/State	Certificate/Degree Attained	Major Course(s) of Study

**THE CITY OF ANOKA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**EMPLOYMENT & BUSINESS EXPERIENCE** *(List more recent job first, attach additional sheets if necessary)*

Company Name	Phone (including area code)	
Address	Employment Dates (Start – End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties:		

Company Name	Phone (including area code)	
Address	Employment Dates (Start – End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties:		

Company Name	Phone (including area code)	
Address	Employment Dates (Start – End)	
Name of Supervisor	Weekly Pay	Hours Per Week
Your Job Title	Reason for Leaving	
Your Job Responsibilities/Duties:		

*We may contact the Employers listed above, unless you indicate who not to contact here:*

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**SPECIAL SKILLS & TRAINING:** *(Include any special skills or training that you feel more fully explains your qualifications for employment, i.e. Licenses, Certifications, machine operations, etc.)*


**ADDITIONAL INFORMATION** *(List additional information that you feel may be important for us to know in evaluating your application, i.e. professional memberships, relevant community activities or volunteer work, skills or specific accomplishments)*


**REFERENCES** *(please list 3 people, who are not relatives, whom can be contacted regarding your qualifications, work habits and/or character)*

Name	Address	Phone <i>(including area code)</i>	How/Length of time you've known them

**AS AN APPLICANT YOU AGREE TO AND UNDERSTAND THE FOLLOWING:**

The City of Anoka is an Equal Opportunity Employer. Discrimination because of race, sex, color, religion, national origin physical or mental disabilities, or status as a disabled Veteran or Veteran of the Vietnam era is prohibited. The Age Discrimination in Employment Act prohibits discrimination on the basis of age with respect to individuals who are at least 40, but less than 70 years of age. If you believe you have been discriminated against, you may notify the appropriate federal or state agencies.

You understand that your employment at the City of Anoka will be conditioned on your qualifications as a U.S. Citizen or as an alien authorized to work in the United States. You will be required to provide proof of your qualification on or after the commencement of your employment with the City under the Immigration Reform and Control Act of 1986. Your failure to provide the necessary documentation or other proof may be sufficient to disqualify you for employment and could result in your immediate discharge.

The City may conduct investigations, including verification of prior employment history and education. By signing this application, you authorize the City to make these investigations and indicate your awareness that false statement or failure to disclose information may be sufficient to disqualify you for employment or, if employed, may result in your dismissal.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

### **VETERAN'S PREFERENCE**

Claim for Veteran's Preference: Veteran's preference will be applied subject to the provisions of Minnesota Statutes 43A.11. To qualify for preference you must have 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, and be a United States citizen or resident alien; or be the surviving spouse of a deceased veteran or be the spouse of a disabled veteran who, because of such disability, is unable to qualify; and not be currently receiving or eligible to receive monthly veteran's pension based exclusively on length of military service. If you qualify for the position for which you are applying, do you intend to claim a veteran's preference?      Yes      No      If yes, please check the preference you are claiming

Veteran (10 pts)

Spouse of deceased Veteran

Disabled Veteran (15 pts)

Spouse of disabled veteran who is unable to use preference due to disability (15 pts)

**NOTE: You must submit forms DD214 and USD VA letter if claiming disabled status, in order to receive preference points.**

### **TENNESSEN WARNING**

Minnesota Law requires that you be informed of the purposes and intended uses of the information you provide to the City of Anoka during the application process or during employment.

Any information about yourself that you provide to the City during the application process 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 fail to supply information requested in the application, it may mean that your application will not be considered.

You are hereby advised that under Minnesota Law, the following information about you must be made available to any member of the public who requests it:

- Veteran Status
- Relevant Test Score
- Rank on eligibility list
- Job History
- Education and Training
- Work availability

Your name will not be made available to the public unless you are selected to be interviewed by the City.

All other information about yourself that you provide during the application process or during employment with the City is classified as private under State Law. That is, information may not be provided to members of the public except:

- Persons authorized to have access to the information under State Law; and
- Person authorized by court order to have access to the information; and
- Person to whom you consent in writing to have access to the information.

### **APPLICANT MUST SIGN AS ACKNOWLEDGEMENT OF TENNESSEN WARNING:**

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

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

**CITY OF ANOKA**  
**2015 First Ave**  
**Anoka MN 55303**

**VOLUNTARY SELF-IDENTIFICATION**

The following information is being gathered, NOT for employment decisions, but for record keeping in compliance with federal laws. Your responses are strictly voluntary and will help in developing and monitoring our Affirmative Action Programs. Completion of this form is optional. If you choose to volunteer the requested information, please note that this Voluntary Self-Identification information will be kept confidential and will NOT be part of your Application for Employment or any kept in any form of a Personnel file. **YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.**

Title of Specific Position for which you are Applying:			
Name			
Address			
City	State	Zip	County

Ethnic Category	Education	How did you learn of this job?
White (not of Hispanic origin)	High School Diploma/GED	City Website
Black (not of Hispanic origin)	Bachelor's Degree	Anoka County Union
Hispanic	Other:	Governmentjobs.com
American Indian or Alaskan Native	_____	League of MN Cities
Asian or Pacific Islander		Other: _____

Gender:                      Male                      Female

Date of Birth:                      \_\_\_\_\_

Disabled (*check one box*):                      Yes                      No