



CITY OF GOLDEN VALLEY

7800 Golden Valley Rd
Golden Valley, MN 55427
(763) 593-8002/ (763) 593-8109 Fax
TTY (763) 593-3968

POSITION OPENING

MOTOR VEHICLE LICENSING CLERK MOTOR VEHICLE DIVISION

The City of Golden Valley has an opening for a Motor Vehicle Licensing Clerk in its Motor Vehicle Division. Position is responsible for processing licenses and registrations and verifying information for completeness, accuracy, and licensing requirements. This position involves a high level of public contact, assisting and explaining licensing procedures and requirements to customers in a courteous and prompt manner.

Position requires high school diploma or GED with one year of customer service and a valid driver's license. Previous Deputy Registrar licensing experience and/or passport processing preferred. Successful candidates will possess excellent verbal skills and phone etiquette. Hours of work 11am-4pm, with some variation, approximately 19 hours per week.

2010 pay range: \$9.14 – 11.60 per hour.

To apply, complete a City application which is available by contacting the City of Golden Valley, 7800 Golden Valley Rd, Golden Valley, MN 55427, via phone (763) 593-3989 or by downloading an application at www.ci.golden-valley.mn.us.

Application deadline: March 19, 2010 at 4:00 pm.

An Equal Opportunity Employer



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Application For Employment - Part-time, Seasonal & Temporary

The City of Golden Valley appreciates your interest in a position with the City. The City of Golden Valley is committed to a policy of equal opportunity in employment without regard to race, color, creed, religion, national origin, marital status, disability, status with regard to public assistance, sexual orientation, gender, age, or disability, and any other category protected by law.

Data provided on your application will be reviewed by various personnel within the City of Golden Valley to assess your qualifications for employment.

Personal Information				
Name:	Last	First	Middle	
Present Address:	Street	City	State	Zip Code
Permanent Address (if different from above):				
Phone Numbers:	Home	Work	Cell	School
Position Information				
Position you are applying for:				
Date available to start:		Last day available to work:		
Have you ever worked for the City of Golden Valley? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, when?		What position?		
Do you have a Minnesota Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number:		
Do you have a valid Commercial Driver's License? <input type="checkbox"/> Yes <input type="checkbox"/> No		Number:		
Are you under 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, what is your date of birth?		
Education				
School Name and Location Starting with High School	Area of Study	Did you graduate?	Degree Earned	
List any education, training, military and volunteer experience that you have, related to the position you are applying for:				

Work History (list most recent employer first)

Employer		Address			May we contact this employer?	
Supervisor Name		Title		Telephone Number		<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

Employer		Address			May we contact this employer?	
Supervisor Name		Title		Telephone Number		<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

Employer		Address			May we contact this employer?	
Supervisor Name		Title		Telephone Number		<input type="checkbox"/> Yes <input type="checkbox"/> No
Job Title	Dates Employed: (Month/Year)	From	To	Base Salary/Wage:	Start	Current or End
Nature of Duties:						
Reason for leaving or seeking change of position:						

Professional References

List three people who know you well, preferably from a work environment. Do not list relatives.

Name	Business/Employer	Phone Number

Read Carefully and Sign

I hereby affirm that the information provided on this application is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions on either the application or during my interview may disqualify me from further consideration for employment and may be considered justification for termination from employment. I authorize investigation of all statements contained in this application or made during my interview for employment as may be necessary in arriving at an employment decision.

1. I acknowledge that none of the statements made in this application are intended to be, nor should be construed as, a contract between the City and myself. If the position for which I am hired is not part of a union, I recognize that employment at the City of Golden Valley is "at-will" and not contractual, wherein the employer or employee may terminate the relationship at any time for any reason. I further acknowledge that the City may unilaterally revise salaries, wages, benefits, and conditions of my employment.
2. I hereby authorize persons, schools, my current employer, previous employers, and organizations named in this application to provide any and all information regarding my employment, as well as any other information, whether personal or otherwise, that may or may not be on record. I release such employers and individuals from all liability for damages whatsoever that may arise from furnishing this information. I understand that this authorization may be revoked in writing by me at any time and in no event will it be valid for more than two years from the date below.
3. The City of Golden Valley has the right to verify all information provided in this application and to request information concerning my application, and I release all parties from any and all liabilities and claims for damages whatsoever that may result therefrom. However, I understand that if I answer "No" to the question "May we contact your present employer?" in the Employment Record section, contact with my current employer will not be made without my specific authorization.

Signature	Printed Name	Date
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