



The Minnesota Government Data Practices Act (Minnesota Statutes 13.001-13.99) has two sections that affect applicants seeking employment or volunteering with the City of Red Wing.

First, under “Rights of Subjects of Data,” (MN 13.04) an individual asked to supply private or confidential data concerning the individual shall be informed of:

- The purpose and intended use of the requested data;
- Whether you may refuse or are legally required to supply the requested data;
- Any known consequence arising from your supplying or refusing to supply private or confidential data; and
- The identity of other persons or entities authorized by State or Federal Law to receive the data.

Second, under “Personnel Data” (MN Statute 13.43) the following personnel data on current and former applicants for employment by a government entity is public:

- Veterans status
- Education and training
- Rank on eligibility list
- job history
- relevant test scores
- Work availability

As an applicant, applicant’s names are considered private data until certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment.

The following personnel data on current and former employees, volunteers, and independent contractors of a government entity is public:

- Name; including employee I.D. number, which must not be the employee’s Social Security number.
- Actual gross salary; including salary range, contract fees, and actual gross pension.
- The value and nature of employer paid fringe benefits and the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary.
- Job title and bargaining unit; including job description, education, and training background.
- Previous work experience.
- Date of first and last employment.
- The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action.
- The final disposition of any disciplinary action together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body.

- The terms of any agreement settling any dispute arising out of an employment relationship, including a buyout agreement as defined in section 123B.143, subdivision 2, paragraph (a); except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money.
- Work location; including work telephone number; badge number, and honors and awards received.
- Payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

All other personnel data is private data on individuals but may be released pursuant to a court order. Data pertaining to an employee's dependents are private data on individuals. This private data will be available to you and to those members of City of Red Wing staff needing it to process city records.



MISSION OF THE CITY OF RED WING VOLUNTEER PROGRAM

The mission of the program is the delivery of volunteer assisted City Services to improve the quality of life of City of Red Wing residents that are not possible within the usual resource constraints.

CITY OF RED WING VOLUNTEER APPLICATION FORM

In order to be considered as a volunteer, the prospective volunteer must complete this application form and submit to a background check. A reference check may substitute for background checks for applicants who are minors or volunteers who are utilized for a specific, short-term assignment. Applicants who are minors must have parental or guardian written consent. Volunteers need not be residents of Red Wing.

TENNESEN WARNING (Data Practices Advisory)

As an applicant for the volunteer program with the City of Red Wing, I have voluntarily supplied true and complete data about myself which may be public and/or private in nature. I understand that, as part of the selection process, I am requested to supply this information. I understand that failure to provide accurate and adequate data may disqualify me from further consideration.

I further understand that this information will be used by the City of Red Wing to aid in the determination of my suitability for volunteering.

I, therefore, waive my right to claim and hereby agree to hold harmless the City of Red Wing and any of its agents or employees for any injury or damage which I may experience as a direct or indirect result of the intended use of this information.

It is understood and acknowledged that, unless otherwise defined by applicable law, labor union contract or other written agreement, any relationship with this organization is of an "at will" nature, which means that the volunteer may resign at any time and the employer may discharge the volunteer at any time with or without cause.

I authorize investigation of all statements contained in this application (and accompanying resume, if any). I understand that the misrepresentation, or the omission of facts called for, will result in immediate termination or disqualification.

Signature

Date



Name:		Date of Application:
Address (no PO boxes, please):		
Email Address:		
Phone Number:		
Daytime Number		Evening Number
Are you 18 years old or older?		
Do you have a valid class D or equivalent driver's license? If yes, please provide the number:		
If no, please provide your State ID # if available:		

1. Please briefly explain your interest in volunteering for the City.
2. What skills and talents do you have to perform the services you are interested in?
3. Do you have any other community or volunteer involvement experience either in Red Wing or another community? If yes, what entity and what was your role?
4. In order for the City to benefit from the volunteer program, there needs to be a commitment from the volunteer to maintain a certain level of volunteer service time. What do you see as your availability and time commitment?

Department or activity interest (check all that apply)
<input type="checkbox"/> Administrative support in City Administration
<input type="checkbox"/> Flower maintenance in downtown or parks or cemetery
<input type="checkbox"/> Library volunteer assignments
<input type="checkbox"/> Sister City correspondence/documentation
<input type="checkbox"/> Records research Finance Division
<input type="checkbox"/>
<input type="checkbox"/>

References: Please list name, address and a phone number where individual can be reached during the day.

1.	
2.	
3.	

Please return this application to: Volunteer Coordinator
 City of Red Wing
 315 West Fourth Street
 Red Wing, MN 55066

For more information, contact us at: 651-385-5193
volunteer.coordinator@ci.red-wing.mn.us
www.red-wing.org

• Please note: If 18 years of age or older, a criminal background form may be required in order to proceed with this process. Please request this form at the time of submitting the application.

To be completed by City Staff

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|--|------------|
| <input type="checkbox"/> Interview completed | date _____ |
| <input type="checkbox"/> Criminal Background completed if applicable | date _____ |
| <input type="checkbox"/> Reference checks completed if applicable | date _____ |
| <input type="checkbox"/> Other | date _____ |
| <input type="checkbox"/> Approved | date _____ |