



420 N. Pokegama Ave
Grand Rapids, MN 55744
(218)326-7606
(218)326-7608 Fax
www.cityofgrandrapidsmn.com

Employment Application

An Equal Opportunity Employer

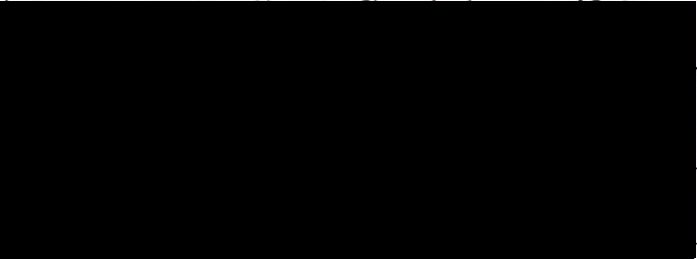
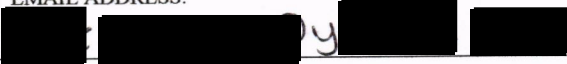
Please complete by printing in ink or typing. Application must be signed for employment consideration.

Thank you for considering employment with the City of Grand Rapids. We welcome you as an applicant and look forward to reviewing your application information. It is the City's policy to provide equal opportunity in employment. The City 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 on the application form, so we may accurately and completely assess your qualifications. You may attach any other information that provides additional detail about your qualifications for employment in the position you seek. Please refer to the Applicant Data Practices Advisory for guidance regarding how your application information will be used, the consequences of providing or not providing information, and more.

The City of Grand Rapids 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 Human Resources at 218-326-7606.

PERSONAL INFORMATION

NAME Last LaTourelle	First Katie	Middle Lynn	POSITION APPLIED FOR: Police Officer	
			TODAY'S DATE: 5/3/25	DATE AVAILABLE TO WORK: ASAP
			STATUS DESIRED: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal	
			EMAIL ADDRESS: 	
			Do you have a valid driver's license? (For driving positions only) YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
Are you a U.S. citizen or do you have legal Authorization to work in the U.S.? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Proof of age and/or eligibility to work may be requested.			Are you <u>under</u> 18 years of age? <input type="checkbox"/> <input checked="" type="checkbox"/>	
Will your continued employment require employer sponsorship? <input type="checkbox"/> <input checked="" type="checkbox"/>				

EDUCATIONAL INFORMATION

School Name, City and State		Major Area of Study
High School: Hermantown High School, MN	Diploma <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO GED <input type="checkbox"/> YES <input type="checkbox"/> NO	High School Diploma
College: Fond du Lac Tribal & Community College, Cloquet, MN	Degree Completed: <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input type="checkbox"/> NO # of years completed _____ Semester/Credit hours earned _____	Law Enforcement and Criminal Justice
Graduate School: University of Wisconsin- Superior	Degree Completed: <input type="checkbox"/> YES <input type="checkbox"/> Associates <input type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> Other <input checked="" type="checkbox"/> NO # of years completed <u>Still Attending</u> Semester/Credit hours earned _____	Criminal Justice (Expected Dec. 2025)
Technical or Vocational Programs:	(indicate type of certificate earned)	

List any other courses, seminars, workshops, or training you have that may provide you with skills related to this position:

- Crisis Intervention Training (CIT)
- Police Ethics & Professional Conduct
- Active Shooter Response Training
- Mental Health First Aid (Youth Focused)

List any current licenses or certificates you possess which may be related to this position:

- P.O.S.T. License in MN
- Trauma Informed Policing Certification

List any current registration(s) or membership(s) related to the position for which you are applying:

N/A

EMPLOYMENT EXPERIENCE

CURRENT EMPLOYMENT INFORMATION			
EMPLOYER Yellow Bike Coffee	DATES EMPLOYED FROM TO		JOB TITLE: Barista - Trainer
ADDRESS 4411 Venture Ave	Feb. 2024	current	NAME OF LAST SUPERVISOR: Shannon Cornelius
CITY, STATE, ZIP Duluth, MN 55811	DESCRIBE YOUR WORK IN THIS JOB: - Took customer orders & customized beverages to preferences - Managed inventory & restocked supplies as needed. - Maintained cleanliness of equipment and workstations - Provided recommendations to customers		
TELEPHONE Area Code + Number 218-206-7047			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: currently employed here			

PREVIOUS EMPLOYMENT INFORMATION			
List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.			
EMPLOYER Duluth Police Dept.	DATES EMPLOYED FROM TO		JOB TITLE: Police Officer
ADDRESS 2030 N. Arlington Ave	Sept. 2022	Aug. 2023	NAME OF LAST SUPERVISOR: Soc Miletin
CITY, STATE, ZIP Duluth, MN 55811	DESCRIBE YOUR WORK IN THIS JOB: - Patrolling assigned areas to enforce laws - Respond to emergency calls - Ensure public safety - Conducted traffic stops, issued citations, and made arrests - Engaged with the community to build trust and support crime prevention efforts		
TELEPHONE Area Code + Number 218-730-5400			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: - Care for a sick family member			

EMPLOYER Duluth Police Dept.	DATES EMPLOYED FROM TO		JOB TITLE: Community Service Officer
ADDRESS 2030 N. Arlington Ave.	Aug. 2021	Sept. 2022	NAME OF LAST SUPERVISOR: Jill Ketheson
CITY, STATE, ZIP Duluth, MN 55811	DESCRIBE YOUR WORK IN THIS JOB: - Assisted sworn officers by responding to non-emergency calls for service - Performed traffic control at accident scenes, special events & emergencies - Collected evidence & documented scenes under officer supervision		
TELEPHONE Area Code + Number 218-730-5400			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Accepted full-time position			

PREVIOUS EMPLOYMENT INFORMATION CONTINUED

List all positions held including full-time, part-time, military, summer, volunteer work and any periods of unemployment. Explain any period of unemployment. Attach additional sheet if necessary.

EMPLOYER Buffalo Wild Wings	DATES EMPLOYED		JOB TITLE: Server
	FROM July 2019	TO Aug. 2022	
ADDRESS 1307 Miller Trunk Hwy			NAME OF LAST SUPERVISOR: Chad Baker
CITY, STATE, ZIP Duluth, MN 55811	DESCRIBE YOUR WORK IN THIS JOB: - Greeted guests promptly and provided friendly customer service - Delivered meals and drinks in a timely manner - Handled cash, credit card, and point of sale transactions with accuracy		
TELEPHONE Area Code + Number 218-722-5100			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Accepted CSO position.			

EMPLOYER Michaels Crafts	DATES EMPLOYED		JOB TITLE: Sales Associate
	FROM July 2017	TO July 2019	
ADDRESS 925 W Central Ent.			NAME OF LAST SUPERVISOR: Wendy Kujawa
CITY, STATE, ZIP Duluth, MN 55811	DESCRIBE YOUR WORK IN THIS JOB: - Greeted and Assisted customers with product selection - Maintained store appearance - Restocked merchandise as needed - Worked collaboratively with team members to meet sales goals		
TELEPHONE Area Code + Number 218-723-0062			
May we contact this employer? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING: Took job at Buffalo Wild Wings			

EMPLOYER	DATES EMPLOYED		JOB TITLE:
	FROM	TO	
ADDRESS			NAME OF LAST SUPERVISOR:
CITY, STATE, ZIP	DESCRIBE YOUR WORK IN THIS JOB:		
TELEPHONE Area Code + Number			
May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other			
REASON FOR LEAVING:			

UNPAID EXPERIENCE

Describe any unpaid or volunteer experience relevant to the position for which you are applying (you may include, if you wish, information which would reveal race, sex, religion, age, disability, or other protected status).

- 12U Girls Hockey Coach
- Animal Allies Humane Society

MILITARY EXPERIENCE

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

Describe your duties:

Do you wish to apply for Veteran's 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 Grand Rapids by the application deadline of the position for which you are applying.

AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

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 understand that submission of an application does not guarantee employment. 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 Grand Rapids is "at will," and that employment may be terminated by either the City of Grand Rapids or me at any time, with or without notice. I understand that none of the documents, policies, procedures, actions, statements of the City of Grand Rapids or its representatives used during the employment process is deemed a contract of employment, real or implied. I further understand that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of the City of Grand Rapids. In consideration for employment, if employed, I agree to conform to the rules, regulations, policies, and procedures of the City of Grand Rapids at all times and understand that such obedience is a condition of employment.

I understand that if offered a position with the City of Grand Rapids, I may be required to submit to a pre-employment medical and psychological examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already offered.

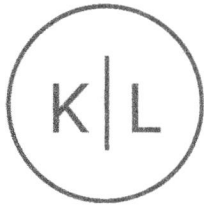
With my signature below, I am providing the City of Grand Rapids authorization to verify all information I provided within this application packet, including contacting current or previous employers. However, I understand that if, in the Employment Experience section I have answered "No" to the question, "May we contact your current employer?," contact with my current employer will not be made without my specific authorization.

I have read the included Applicant Data Practices Advisory, and 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 Grand Rapids in writing of any changes to information reported in this application for employment.

Katie Solarelle
Signature

May 3, 2025
Date

Name and number of person completing this form if other than applicant: _____



Katie LaTourelle

SKILLS

- Responsible
- Cultural Awareness
- Conflict Resolution
- Clear Communication
- Good Listening Skills
- First AID/CPR
- Leadership Experience
- Conflict Mediation

PROFESSIONAL SUMMARY

Dependable worker equipped for fast-paced work and changing daily needs. Serves customers effectively with attention to detail and hardworking approach. Seeks out opportunities to go beyond basics, improve processes, and increase customer satisfaction.

WORK HISTORY

BARISTA TRAINER

01/2024 to CURRENT

Yellow Bike Coffee | Duluth, MN

- Trained new employees, sharing knowledge and expertise of coffees, teas, and merchandise.
- Enhanced customer satisfaction by efficiently preparing and serving high-quality beverages.
- Educated customers on coffee offerings, promoting upselling opportunities and enhancing their overall experience.
- Fostered loyal customer base by remembering regulars' orders and preferences, making them feel valued.
- Created seasonal beverage menu, driving increased interest and sales during holiday periods.
- Maintained regular and consistent attendance and punctuality.

POLICE OFFICER

09/2022 to 08/2023

Duluth Police Department | Duluth, MN

- Secured crime scenes, gathered evidence, and questioned witnesses
- Talked regularly with citizens to establish rapport and become a familiar presence in the area
- Investigated and reported crimes, accidents, offenses, and property damage
- Conducted witness interviews and gathered details regarding incidents to determine the best course of action
- Answered emergency calls for help from citizens and business owners
- Patrolled assigned areas to prevent and detect roadway crimes

- Apprehended offenders and conducted interviews and interrogations
- Conducted preliminary investigations at scenes of major crimes.

COMMUNITY SERVICE OFFICER

08/2021 to 09/2022

Duluth Police Department | Duluth, MN

- Assisted police officers in routine investigations by canvassing areas, collecting and documenting evidence, and coordinating community responses
- Responded to and processed found property calls, logging details and filing required reports with other officers for further action
- Prepared accurate and thorough burglary and theft reports
- Coordinated and worked closely with law enforcement, social service agencies, and mental health providers
- Arranged substance abuse rehabilitation for offenders
- Resolved problems, improved operations, and provided exceptional service
- Identified issues, analyzed information, and provided solutions to problems.

SERVER

07/2019 to 08/2022

Buffalo Wild Wings | Duluth, MN

- Communicated customers' menu choices and special requests to kitchen staff to minimize errors
- Transported food products, cleaned tables and counters, and stocked dining room supplies
- Upheld high sanitation and safety standards while delivering and serving food
- Picked up trash and removed spills promptly to keep the dining area fresh and inviting
- Entered orders, delivered food and beverages, and processed payments
- Cleaned and reset tables quickly between each customer group
- Answered phones and took phone orders for customer pick up or delivery
- Handled as many as 11 tables at once with high service quality.

SALES ASSOCIATE

07/2017 to 07/2019

Michaels Stores Inc. | Duluth, MN

- Restocked front lanes and displays, following established merchandising procedures and standards
- Provided accurate information to help customers quickly navigate the store and acquire items for purchase
- Watched store shelves and aisles for upkeep needs, including organizing products and cleaning up spills
- Unboxed and restocked merchandise into attractive displays
- Welcomed guests and offered quick assistance to handle diverse needs

- Assisted with store recovery to maintain a clean and organized sales floor throughout the shift.

EDUCATION

Bachelor of Science | Criminal Justice

EXPECTED IN 12/2025

University of Wisconsin Superior, Superior, WI

- Honoree of Summa Cum Laude
- Dean's List Spring 2024
- 3.8 GPA

Criminal Justice

06/2022

Fond du Lac Tribal and Community College, Cloquet, MN

- Dean's List Fall 2020, Spring 2021, Fall 2021, Spring 2022
- Member of Phi Theta Kappa
- 3.9 Cumulative GPA